

## **CHAPTER 204**

### **HAZARDOUS MATERIAL**

#### **A. GENERAL**

This chapter contains the policies, procedures, and responsibilities applicable for movement of HAZMAT by all modes of commercial transportation and military surface transportation operated by military, DOD civilian personnel, and DOD contractor personnel. Theater CINCs may apply more stringent requirements. Policies, procedures, and responsibilities applicable for movement of HAZMAT by military air shipment are identified in Air Force Joint Manual (AFJMAN) 24-204/TM 38-250/MCO P4030.19G/NAVSUP Pub 505/DLAI 4145.3 (Web site: <https://www.afmc-mil.wpafb.af.mil/Hazmat/AFJMAN.htm> or <http://www.afmc-pub.wpafb.af.mil/Hazmat/>). For purposes of this regulation, the terms ammunition, explosives, and munitions are synonymous. Also, the term HAZMAT includes all hazard classes of HAZMAT, including munitions.

#### **B. RESPONSIBILITIES**

##### 1. Commander MTMC:

- a. Is the DOD liaison to the DOT and other state and federal regulatory agencies on all DOD matters concerning the transportation of HAZMAT.
- b. Provides shippers with export routing instructions.
- c. Arranges for expedited service upon request of TO.
- d. Provides operational management and control (including maintenance and repair) of the Army-owned Containerized Ammunition Distribution System (CADS), IAW DOD 4500.9-R-1.
- e. Monitors carrier compliance with applicable HAZMAT safety requirements.

##### 2. Each DOD Component will:

- a. Jointly establish procedures and prepare any documentation necessary to implement this regulation.
- b. Designate a focal point for DOT Exemptions (Es), Competent Authority Approvals (CAAs), Certificates of Equivalency (COEs), and Special Approvals in accordance with Paragraph H of this chapter. This includes requests for new approvals, renewals, usage reports, and maintaining copies of current approvals.

##### 3. TO will:

- a. Ensure, before releasing HAZMAT, the driver(s) has the items listed below and meets the requirements of DOD 4500.36-R, Management, Acquisition and Use of Motor Vehicles,

when using DOD motor vehicles. One of the forms of identification must contain the driver's photograph.

(1) For military drivers, a current military driver's license annotated with authorized vehicle type and HAZMAT training endorsement and supported by a valid civilian driver's license. For civilian/commercial drivers, a valid commercial driver's license with a HAZMAT endorsement for HAZMAT shipments requiring placards. Additionally, a military driver's license is required for civilian employees when driving a government vehicle. Contractor personnel shall meet the same requirements as civilian personnel but shall not be issued a military driver's license. Foreign national drivers working for the U.S. Government outside of the CONUS will, at a minimum, have a valid civilian driver's license from the HN and a permit/agreement stating the joint employment policy and specifying limitations/restrictions for the foreign national drivers.

(2) A medical examiner's certificate.

(3) Employee record card or similar document that identifies the driver.

(4) An endorsement for the vehicle to be driven.

(5) A route plan, as prescribed by CFR, Title 49, Part 397, Transportation of Hazardous Materials; Driving and Parking Rules, for explosive shipments in Class 1, Divisions 1.1, 1.2, and 1.3.

b. Ensure inspection of motor vehicles, in accordance with Paragraph F.3.d, and rail cars, in accordance with Paragraph F.4.a, prior to use for transporting HAZMAT.

c. Ensure placards are affixed by the carrier in accordance with CFR, Title 49, Transportation, Part 172, Section 172.519, General Specifications for Placards, applicable Standard North Atlantic Treaty Organization (NATO) Agreements (STANAGs), or international directives and regulations.

d. Prior to release, ensure commercial and military vehicle drivers receive emergency response instructions. See Paragraph F.3.g. for emergency response telephone numbers information, and proper reporting procedures for accidents, incidents, or delays en route. Activities having safe haven/refuge capability will provide carriers with a temporary holding area. Holding areas are subject to regulations for handling and safeguarding HAZMAT. Responsibility for the shipment remains with the carrier until actual delivery and receipt at destination. The emergency response telephone numbers(s) listed in Paragraph F.3.g must be annotated on the first page of the BL in bold or highlighted letters. The shipper shall only annotate the emergency response telephone number applicable to the HAZMAT commodity being shipped.

e. Ensure shipping papers (i.e., BL; DD Form 836, Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transported by Government Vehicles/Containers/Vessel; or IATA-4, Shippers Declaration for Dangerous Goods) are annotated with HAZMAT data in accordance with regulations. The basic description shall be included and entered in the following order: proper shipping name (technical name, if

applicable in parentheses), hazard class and division (and compatibility group when identified), United Nations (UN)/North America (NA) number, and packing group. Additional shipping descriptive information will be entered in accordance with modal regulations.

f. Ensure the individual transporting the shipment has immediate access to emergency response information in accordance with applicable regulations. The Emergency Response Guidebook (latest edition) or a detailed Material Safety Data Sheet (MSDS) can be used for this purpose. The minimum information required is immediate hazards to health, risk of fire or explosion, immediate precautions to be taken in the event of an accident or incident, immediate method for handling spills or leaks in the absence of fire, and preliminary first aid.

g. Ensure that the vehicle driver has a copy of the shipping papers.

h. Trace munitions (Class 1) shipments when not received 24 hours after ETA.

i. Report overage, shortage, damage, and other transportation-type discrepancies, in accordance with Chapter 210.

j. Except where electronic BL meets time limits, send a REPSHIP (see Figures 204-2 and 204-3) to the consignee. Reports will be transmitted no later than 2 hours after shipment departure and should be made by telephone, fax, or other immediate electronic means.

k. Prepare and mark HAZMAT for shipping in accordance with MIL-STD 129, and directives as specified in Paragraph C.1.

l. Ensure shipments are loaded, blocked, and braced in accordance with CFR Title 49 and DOD specifications.

m. Ensure applicable ATCMD/TCMD is completed in accordance with Chapter 203. ATCMD/TCMD for export airlift munitions shipments will be sent to the Service ACA and JMTCA. Prior to movement of a munitions shipment to the APOE, aerial port clearance will be obtained from the JMTCA.

n. Comply with regulations and instructions governing the safe transportation of HAZMAT for applicable modes of transportation.

o. Annotate shipping papers, BL, CBL, or DD Form 836 with the CAA, COE, or DOT Exemption number.

p. Require the use of commercial or government-owned vehicles for transporting HAZMAT and their wastes. Use of privately owned vehicles (POVs) for transporting HAZMAT and their wastes is prohibited.

### **C. REGULATORY REQUIREMENTS**

1. Commercial surface and air movement. Military shippers arranging transportation of HAZMAT shall comply with local, state, federal (CFR Title 49), and international laws and regulations and SOFA, STANAG, host country, and DOD Component publications. DOD or

contractor personnel who fail to comply may be liable for civil and criminal personal liability penalties for violations and any resulting penalties.

2. Military Airlift. Military aircraft and commercial aircraft under contract to the AMC operating under DOT-E 7573 are covered in AFJMAN 24-204/NAVSUP Pub 505/Technical Manual (TM) 38-250/MCO P4030.19G/DLAI 4145.3. Procedures for transporting government-owned small arms, ammunition, and HAZMAT aboard commercial aircraft in scheduled and charter service are contained in Appendix CC-8.

3. Shipments for National Security. The provisions of CFR Title 49, Section 173.7(b), U.S. Government Material, may only be used under a special program approved by the Service or DOD component HQs. The program will provide equal or better protection than the normally applicable DOD/service/DOT rules during transport. The approving official will be at the general officer level or equivalent. The approving official will sign the memorandum that will certify that the shipments made within the specific program are in the interest of national security. A copy of the memorandum will be in the possession of the person who is in charge of the security escorting team.

4. Military Vehicle Surface Movement.

a. Installation (other than public highway). The respective military service shall determine requirements for on-post/installation transportation of regulated amounts of HAZMAT as defined in CFR Title 49, Section 172.101, Purpose and Use of Hazardous Materials Table. At a minimum, the military services/agencies will address operator training, driver licensing, minimum blocking and bracing requirements, and emergency notification procedures for incidents and/or accidents on roads controlled by military services/agencies. A road is considered controlled by the military services/agencies if access to the road is restricted at all times through the use of gates and guards.

b. Installation (public access). Comply with the requirements of Paragraph C.1 when moving HAZMAT over uncontrolled roads. A road is considered uncontrolled by military services/agencies if it is used by the general public (including family members of military/Government personnel) without having to gain access through a controlled access point.

c. Off-installation. The respective military service shall develop procedures for the movement of HAZMAT over public highways consistent with CFR Title 49 and this regulation, to include operations needed to meet daily training and mission readiness requirements [i.e., explosive ordnance disposal (EOD), security forces, munitions or ordnance handling functions]. Comply with HN requirements.

d. Intra-facility. The Environmental Protection Agency (EPA) promulgated a rule that exempts manifest requirements for all intra-facility/on-post hazardous waste (HW) shipments. If an HW shipment occurs on a public or private right-of-way that is within or along the border of the installation, an EPA manifest, otherwise required under Environmental Protection Agency CFR Title 40, Protection of Environment, Part 262, Standards Applicable to Generators of Hazardous Waste and CFR Title 49 Part 172.205, is not required. Since most states are authorized by the EPA to manage their HW program, the individual states need to adopt this

exemption. Check with your state HW representative to determine applicability. The DOD has also adopted these standards for intra-facility/on-post shipments of HW. However, some form of documentation (e.g., DD Form 1348-1A, Issue Release/Receipt Document; DA Form 3161, Request for Issue or Turn-In; or DD Form 836) describing the HW must accompany the shipment to aid in tracking and managing the HW while on-post. HW being transported off-post must comply with all DOT and EPA transport requirements. UN packaging is not required for on post/base movement of HAZMAT and HW but is required for all off post/base movement.

5. POC. All matters pertaining to the establishment, amendment, or clarification of DOD HAZMAT rules and regulations will be referred to the theater CINC or DOD Component HQs. HAZMAT issues requiring coordination or further handling by Federal Regulatory Agencies will be forwarded through Service HQs to Commander, MTMC, Attn: MTOP-PRS, 200 Stovall St, Alexandria VA 22332-5000.

## **D. TRAINING**

### **1. Mandatory Training.**

a. All personnel involved with the preparation and shipment of HAZMAT for commercial or surface military transportation must receive training in accordance with this regulation, CFR Title 49 172.704, Training Requirements, and DOD Component regulations. Training for military air shipment will be in accordance with AFJMAN 24-204/TM 38-250/MCO P4030.19G/NAVSUP Pub 505/DLAI 4145.3. Except as otherwise required in this Chapter for personnel responsible for signing shipping papers, commercial or other sources may be used to the extent it satisfies the required level of training.

b. Persons who certify HAZMAT on shipping papers (i.e., BL, DD Form 836) by any mode of transportation, military or commercial, with the exception of Technical Specialists (see Paragraph D.1.c.), must successfully complete an approved HAZMAT certification course from one of the DOD schools listed below:

(1) Dean, School of Military Packaging Technology

ATTN: ATSL

360 Lanyard Rd

Aberdeen Proving Grounds MD 21005-5282

DSN: 298-5185 Commercial: (410) 278-5185, fax: 2176/5143

Web address: <http://smpt.apg.army.mil/>

(2) 345th Training Squadron, Transportation Training Flight

345 TRS/TTTH

1000 Seymoyer

Lackland AFB TX 78236-5404

DSN: 473-4917, Commercial: (210) 671-4917

Web address: <http://www.lackland.af.mil/345TRANS/>

- (3) Naval Supply Corps School  
1425 Prince Ave  
Athens GA 30606  
DSN: 588-7240, Commercial: (706) 354-7240  
Web address:  
[http://academics.nscs.com/academics/ShoreTraining/shore\\_training.htm](http://academics.nscs.com/academics/ShoreTraining/shore_training.htm)
- (4) Department of the Army  
Defense Ammunition Center (Training Directorate)  
Attn: SIOAC-ASE  
1C Tree Rd  
McAlester OK 74501-9053  
DSN: 956-8931, Commercial: (918) 420-8931, fax: 8944  
Web address: <http://www.dac.army.mil/as>

c. Mobility training requirements for technical specialists are identified in this regulation, Part III. Technical specialists are personnel who are trained and qualified to certify limited types of HAZMAT and selected transportation modes as described by each Service. Additionally, technical specialists may certify HAZMAT on DD Form 836 for operations needed to meet daily training and mission readiness requirements (e.g., on-base or post-training or intra-installation transportation of HAZMAT). Successful completion of one of the courses identified in Paragraph D.1.b is not required. However, the technical specialist must meet all other training requirements of this chapter. This training provision does not apply to any mode of commercial transport.

(1) As a minimum, the technical specialist will be trained in packaging, preparation, marking, labeling, certification, and all other aspects of the governing modal regulation relevant to the specific HAZMAT within the individual's specialty.

(2) Training for completion of the shipper's certification will be conducted by an individual qualified under training in accordance with Paragraph D.1.b.

d. Persons who only certify HW shipments may satisfy the requirement of Paragraph D.1.b by successfully completing one of the following courses:

- (1) Hazardous Waste Management and Manifesting Course, offered by:

Commander  
USACE Professional Development Support Center  
ATTN: CEHR-P-RG (Registrar)  
Box 1600  
Huntsville AL 35807-4301  
DSN 760-7404, Commercial (256) 895-7404  
Web address: <http://www.hnd.usace.army.mil>

(2) Transportation of Hazardous Material (HM)/HW for DOD, offered by:

Director  
DLA Training Center (DTC)  
380 Morrison Road  
Columbus OH 43213-1430  
DSN 850-5986, Commercial (616) 692-5986/5990  
Toll free: 1 (800) 458-7903  
Web address: <http://www.dtc.dla.mil>

e. Medical personnel who manage, package, certify, or prepare laboratory samples and specimens and regulated medical waste only, for transport by any mode, may satisfy this requirement by successfully completing the following course:

Transport of Biomedical Material Course (Initial and Refresher) offered by:  
U.S. Army Center for Health Promotion and Preventive Medicine,  
(USACHPPM)  
Building E-1677  
Aberdeen Proving Ground MD 21010-5403  
DSN 584-5228/3651, Commercial (410) 436-5228/3651  
Web address:  
<http://chppm-www.apgea.army.mil/trng/datepage.htm#Force>

Select training conferences for specific course dates and locations.

On-site training available by request through the Web address.

f. DOD drivers transporting HAZMAT over public highways, as a minimum, will receive training on proper vehicle operation, securing loads (blocking and bracing), placarding requirements, vehicle route restrictions, required documentation, actions in the event of an incident or accident, and emergency notification procedures. Licensing requirements are identified in Paragraphs F.3.a.(1) and (2).

2. Refresher Training. All HAZMAT personnel must receive initial training and subsequent refresher training at 24-month intervals. This applies to all levels of required training, to include personnel involved with certifying shipments, preparation, packaging, or handling HAZMAT for transportation. Refresher training for persons who certify HAZMAT and conduct technical specialist training for subordinate personnel must be received at one of the approved schools listed in Paragraph D.1.b. or D.1.d.

3. Certification. In all cases, the individual who signs the certification statement must personally inspect the HAZMAT item being certified.

4. Training Records. All training, to include testing, will be documented in personnel training records. Maintain the record for as long as the person works for the DOD and for 90 days after separation from the DOD. This record must indicate the following:

a. Name of person who received the training.

- b. Date training took place.
- c. A description, copy, or location of training materials used to train.
- d. The name and address of the person who provided the training.
- e. Certification statement of completion of training and testing.

5. Testing. Testing will be done in accordance with CFR Title 49. The employee must successfully pass a written test, and a test record must be maintained in the employee's file for review.

6. Appointment. All personnel signing certification statements on shipping papers must be appointed in writing by the activity or unit commander or designated representative. Appointment must include scope of authority.

## **E. EXPLOSIVES HAZARD CLASSIFICATION**

Explosive hazard classification information for DOD munitions is found in the Joint Hazard Classification System (JHCS). Access to the JHCS may be requested from any of the Defense Ammunition Centers listed below. Explosive hazard classification of items not listed in the JHCS must be obtained from the following points of contact:

1. Army.

Director  
U.S. Army Technical Center for Explosives Safety  
Attn: SIOAC-ESM  
McAlester OK 74501-9002  
Commercial (918) 420-8807, DSN 956-8807.

2. Navy/Marine Corps.

Commanding Officer  
Naval Ordnance Safety and Security Activity, Code 714  
Farragut Hall, Building D323  
23 Strauss Avenue  
Indian Head MD 20640-5555  
Commercial (301) 744-6068, DSN 354-6068.

3. Air Force.

Commander  
U.S. Air Force Safety Agency  
Attn: AFSA/SEWV  
9700 Avenue G  
Suite 264 Building 24499  
Kirtland AFB, NM 87117-5671  
Commercial (505) 846-5658, DSN 246-5658.



## **F. MOVEMENT OF HAZMAT**

### **1. Routing:**

a. CONUS. Carrier selection for CONUS HAZMAT shipments will be in accordance with DRO procedures in Chapter 202.

b. Export. The DOD Component NICP for munitions (Class 1), retail activities, or TOs will submit shipment request data in accordance with Figure 204-7, to the Commander, U.S. Army Operations Support Command, Attn: JMTCA, Rock Island, IL 61299-6000. Shipment request may be submitted by fax to Commercial (309) 782-6811 or DSN 793-6811. The JMTCA will consolidate these requirements into planned ocean vessel loads and issue a requirements planning message to all concerned. This message will also serve as a DOD consolidated shipment request under the “Fast Release for Ammunition” (Class 1) procedures and be provided to MTMC for issuance of an ETR to the shipping TOs and the JMTCA. See Figure 204-8 for data elements used in MTMC acknowledgment of ETR for ammunition (Class 1). The in-port date will be coordinated among JMTCA, MTMC, the SPOE, the DOD Component NICPs, and the shippers.

c. FMS. A shipment request (see Figure 204-7) will be submitted to JMTCA for Delivery Term Code (DTC) 6, 7, and 9. The JMTCA will also process shipment requests for DTC 8, customer country-controlled carriers at DOD controlled ports. The DOD Component NICP, retail activities, and TOs will submit shipment request data in accordance with Paragraph F.1.b.. The JMTCA will submit these requirements on a planned ocean vessel message and issue a shipping message to all concerned. This message will be provided to MTMC, who will issue an ETR to the TOs and the JMTCA. See Figure 204-8 for data elements used in MTMC acknowledgment of ETRR for ammunition (Class 1). The in-port cargo date(s) will be coordinated among the JMTCA, MTMC, freight forwarder(s), SPOE, TOs, and DOD Components NICPs.

### **2. Carrier Assistance:**

a. To promote safety, expedite transportation, and ensure delivery of HAZMAT shipments, the DOD Component may extend any technical assistance and aid considered necessary in connection with moving, salvage, demolition, neutralization, or other disposition of government-owned shipments being transported or stored by carriers. Except for emergency situations, requests for carrier assistance will be in writing before the fact. Safe haven and refuge must always be given consideration.

b. If assistance is given, the government does not assume any liability and the carrier may be held responsible for all expenses incurred by the government.

c. Collection of money for services rendered will be in accordance with DOD Component regulations.

d. See Chapter 205, Paragraphs P and Q, for additional types of assistance.

### **3. Motor Movement Requirements:**

a. Licensing Requirements for Drivers:

(1) Commercial drivers, DOD civilians, contractors, and reserve technicians in technician status must have a commercial driver's license (CDL) endorsed for HAZMAT and type vehicle and a medical examiner's certificate issued within the previous 24 months.

(2) Military personnel (active duty; National Guard, including full-time technicians; and Reserves, not in technician status) will be licensed in accordance with DOD Component regulations. A medical examiner's certificate is not required for military personnel.

b. Substitute Rail Service. Use of substitute rail service (trailer-on-flatcar) by motor carriers is prohibited for shipments of Hazard Classes/Divisions 1.1, 1.2, 1.3, and 1.4 munitions, Class 7 radioactive, and Poisonous by Inhalation (PIH) materials not meeting rail service loading requirements. BLs covering shipments of this nature will be annotated with the following statement, "Substitute service not to be used."

c. Leased Equipment. Vehicles used must be leased under a valid long-term agreement signed by owner/operator and carrier. The lease agreement may not be canceled by either party on less than 30-day notice. A short-term lease of less than 30 days will not be used. Vehicle drivers must be full-time employees or under the direct control and responsibility of the company transporting the shipment.

d. Inspection of Vehicles. Prior to loading, inspect all vehicles used in the transportation of HAZMAT in accordance with CFR Title 49 and DOD safety regulations using DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Materials). See Paragraph G.1 for instructions on completing DD Form 626.

e. Transfer or Interchange. Commercial motor carriers shall not use military activities as a transfer or interchange point unless authorized by the installation and/or activity commander and transfer or interchange is deemed essential to national defense or required during emergencies affecting the security and safety of life and property. See Chapter 205 for Safe Haven/Refuge information.

f. Accident, Incident, Delays. When shipping Hazard Classes/Divisions 1.1, 1.2, 1.3, or 1.4 munitions, 2.3, and 6.1 PIH, or 7 radioactive requiring a Yellow III label materials, TOs will furnish vehicle drivers with written instructions on a shipping paper to notify the consignor and consignee, by the fastest available means, when shipment is:

(1) Involved in an accident or incident.

(2) Delayed en route for a period of 12 hours or more.

g. Emergency Response Information:

(1) Commercial Carrier. HAZMAT emergency response information will be annotated on the front sheet of the BL, CBL, or shipping paper. See Figure 204-1 for a sample completed BL for a HAZMAT shipment. The following emergency response telephone numbers

must be annotated on the first page of BL in bold or highlighted letters. (See Figure 204-1 for example).

- (a) For DOD Hazard Class 1 (Explosives) Only:  
Call Army Operations Center - Collect - (703) 697-0218/0219  
Ask for "WATCH OFFICER."
- (b) For DOD Nonexplosive HAZMAT Only:  
Call 1 (800) 851-8061  
(From a ship at sea call (804) 279-3131)
- (c) DOD Radioactive Material Only:  
Army: (703) 697-0218 (COLLECT)  
USAF: (202) 767-4011 (COLLECT)  
USN/Marine Corps: (757) 887-4692 (COLLECT), 1 (888) 528-0148  
DLA: (717) 770-5283

For Navy Nuclear Propulsion Program Radioactive Material Shipments, use the 24-hour emergency response telephone number provided by the Navy Nuclear Propulsion program activity initiating the shipment.

- (d) For Hazardous Substance Spills Only:  
Call National Response Center (NRC)  
1 (800) 424-8802 (Day or Night)  
(202) 267-2675 in District of Columbia
- (e) For Safe Haven/Refuge:  
Call the DSC HOTLINE at 1 (800) 524-0331.

(2) Government/MOV Vehicles. HAZMAT emergency response information will be annotated on DD Form 836. See Figure 204-10 for a sample DD Form 836.

#### 4. Rail Movement Requirements:

a. To comply with CFR Title 49, Transportation, Part 174.104, Division 1.1 or 1.2 (Class A Explosive) Materials; Car Selection, Preparation, Inspection, and Certification, each rail car used to transport Hazard Class/Divisions 1.1 and 1.2 must be inspected using three-part car certificate (provided by carrier) prior to loading. Ensure that railroad representative receives a copy of the applicable shipping documents, papers, and emergency response information for the train crew prior to release.

b. Shipments of Hazard Class/Divisions 1.1, 1.2, 1.3, and 1.4, must be properly sealed, upper rail locks secured, and the BL annotated with seal numbers.

#### 5. Air Movement Requirements:

a. Commercial air shipments are permitted under the provisions of International Civil Aviation Organization (ICAO) Technical Instructions, and CFR Title 49.

b. During a declared national emergency, commercial air carriers may be used only if special authority is granted by the DOT upon request of AMC, i.e., approval to use DOT-E-9232.

c. Military air shipments must meet the requirements of AFJMAN 24-204/TM 38-250/MCO P4030.19G/NAVSUP Pub 505/DLAI 4145.3.

d. The shipper will complete an IATA-4 for shipments of HAZMAT moving by military-controlled aircraft. This form identifies the nature and quantity of dangerous goods shipped, additional handling information, 24-hour emergency contact telephone number, and other details necessary for the safe and proper condition for transport according to applicable international and governmental regulations. Detailed procedures for completing and distributing the IATA-4 are contained in AFJMAN 24-204/TM 38-250/MCO P4030.19G/NAVSUP Pub 505/DLAI 4145.3. Only personnel trained in accordance with the joint publication are authorized to certify hazardous cargo for movement by military aircraft. The shipper normally types the form, but in an emergency, clearly legible handwritten entries are acceptable. The shipper distributes the prepared copies of the IATA-4 as follows:

(1) When shipping unclassified material, place one certification form in a waterproof envelope and attach to the number one piece of the shipment.

(2) Attach one certification form to the copy of the manifest that is placed on the aircraft.

(3) Attach one certification form to the originating station file manifest. Intransit or enroute terminals may reproduce (photocopy) the IATA-4 form for their station file.

(4) The three original forms used to offer hazardous for military air transportation must have the vertical red hatch border and certifying official's signature. Carbon signatures are acceptable.

Note: Three IATA-4 forms are required for channel flights and two forms are required for AFJMAN 24-204/TM 38-250/MCO P4030.19G/NAVSUP Pub 505/DLAI 4145.3, Chapter 3, Tactical, Contingency or Emergency Airlift moves.

(5) Additional copies may be forwarded with the shipment. Vertical red hatch border is not required for any additional copies.

#### 6. Water Movement Requirements:

a. A completed container packing certificate or vehicle packing declaration will be provided for each unit by the packer of the unit containing HAZMAT in accordance with the International Maritime Dangerous Goods Code requirements, Paragraphs 12.3.7 and 17.7.7. Unit packers must certify that the following provisions have been properly carried out. A sample container packing certificate or vehicle packing declaration is contained in Figure 204-11, or use the method in Paragraph 6.d.

b. A dangerous goods declaration will be provided for each HAZMAT goods consignment loaded in a vehicle or freight container in accordance with CFR Title 49.

c. Each ship carrying dangerous goods shall have a special list or manifest listing the HAZMAT and the location of the HAZMAT. A detailed stowage plan, which identifies by class and sets out the location of all HAZMAT on board, may be used in place of a special list or manifest. A copy of one of these documents shall be made available to the state port authority.

d. The following statement can be annotated on the shipping paper or a separate sheet of paper may be used in lieu of Figure 204-11 as the container or vehicle declaration: “THIS IS TO CERTIFY THAT THE CARGO INSIDE THIS UNIT (VEHICLE OR CONTAINER NO. \_\_\_\_\_) HAS BEEN PROPERLY PACKED AND SECURED, AND THAT ALL APPLICABLE TRANSPORT REQUIREMENTS HAVE BEEN MET IN ACCORDANCE WITH THE PROVISIONS OF 12.3.7 (CONTAINER) OR 17.7.7 (VEHICLE), AS APPLICABLE, OF THE GENERAL INTRODUCTION TO THE INTERNATIONAL MARITIME DANGEROUS GOODS (IMDG) CODE.”

e. Prior to packing the container and signing the unit packing certification specified in Paragraph 6.d., the person packing the items must have a properly prepared shipping document for each item to be packed. The following certification must be added to or accompany the shipping document: “Certification or declaration that the shipment offered for carriage is properly packaged, marked, labeled, and placarded, as appropriate, and in proper condition for carriage.”

f. Where there is due cause to suspect that the freight container or road vehicle in which the HAZMAT is packed is not in compliance with the requirements or where a container packing certification or vehicle packing declaration is not available, the freight container or vehicle shall not be accepted for shipment.

g. Containers carrying hazardous cargo, destined for carriage aboard a DOD-owned/DOD-chartered ship must be placarded and have a detailed contents packing list with hazardous cargo documentation affixed inside door for protection from inclement weather.

## **G. FORMS**

### **1. DD Form 626:**

a. The shipping activity must prepare DD Form 626 before commercial or government/MOV vehicles are used for transportation of placarded amounts of HAZMAT on public highway. All spaces on the DD Form 626 must be completed for government/MOV vehicles. Additional pages may be used if necessary. Shipments will not be tendered if any unsatisfactory items are noted and not corrected.

b. The receiving activity must complete the destination portion of the DD Form 626 before a motor vehicle containing a shipment of HAZMAT is accepted for delivery. However, if a vehicle arrives at a receiving point with deficiencies, that vehicle will not be put back on the highway and will be unloaded. Reports will be made.

c. DD Form 626 (see Figure 204-9) is divided into the following three sections:

(1) Section I: Documentation. Verify required documentation for commercial and Government/MOV vehicles.

(2) Section II: Mechanical.

(a) Government/MOV vehicles. DOD inspectors must perform a detailed mechanical inspection on all government/MOV vehicles transporting HAZMAT on public highways. Item 7, fire extinguisher requirements, applies both to commercial and government/MOV vehicles.

(b) Commercial Vehicles. If commercial vehicles have a current Commercial Vehicle Safety Alliance (CVSA) sticker, DOD inspectors can perform a cursory mechanical inspection. If defects are noted during a cursory inspection, a detailed inspection will be performed on commercial vehicles. The activity may perform a detailed inspection at their option even if a current CVSA sticker is present. Naval activities are required to perform a detailed inspection using the DD Form 626.

(3) Section III: Post Loading Inspection. Applies to commercial and Government/MOV vehicles.

d. Deficiencies that are discovered during inspection and are corrected before loading or unloading of the vehicle will be entered in the "Remarks" column opposite the proper item. Only deficiency-free vehicles will be accepted for loading. The carrier must correct deficiencies before vehicles are permitted to enter sensitive or restricted areas.

e. A copy will be retained by the inspecting activity. For TL and Less-Than-Truckload (LTL) shipments, the original will be given to the vehicle driver at origin for delivery to the consignee. For a deficient commercial vehicle that has been rejected from loading or unloading or if the driver of the vehicle has been found unsatisfactory, one copy will be sent to each of the following:

(1) Nearest DOT field office.

(2) Carrier home office.

(3) MTMC, Attn: MTOP-OS, 200 Stovall St, Alexandria, VA 22332-5000.

## 2. DD Form 836.

a. DD Form 836 (see Figure 204-10) must be used as a shipping paper with emergency response information for all government/MOV vehicles transporting HAZMAT. Emergency response instructions will provide information, as required, to enable the driver to protect self, lading, vehicle, and any other life or property in the vicinity from hazards associated with accidents or incidents. Additional information as required by CFR Title 49, this regulation, and DOD Component will be annotated.

b. Drivers shall use evacuation distances specified in DOT Emergency Response Guidebook, latest revision, which the driver is required to carry.

c. The origin government or military driver will be instructed to keep DD Form 836 in the vehicle while transporting HAZMAT and to transfer it to each successive driver for delivery to the consignee.

d. When Security Escort Vehicle Service (SEV) is used, personnel performing the service will be provided with a duplicate copy of DD Form 836.

## **H. EXEMPTIONS, COE, AND CAA**

1. Requests for exemptions and CAAs will be submitted through the DOD Component (listed in Figures 204-4 and 204-6) to MTMC. Requests for COEs will be submitted to the applicable DOD Component listed in Figure 204-5. DOD Components will:

a. Submit requests for DOT-E, CAA, and Special Approvals in writing (in duplicate) at least 140 days prior to request effective date to HQ MTMC, ATTN: MTOP-PRF, 200 Stovall St, Alexandria VA 22332-5000.

b. Submit the request for renewal of CAA in writing (in duplicate) at least 60 days prior to expiration date of CAA to HQ MTMC.

c. Submit the request for renewal for DOT-E in writing (in duplicate) at least 90 days prior to expiration date of exemption to HQ MTMC.

### **2. Exemptions:**

a. A DOT-E is an exemption from specific requirements of CFR Title 49 and/or other applicable regulations issued by DOT. Exemption information is available on the MTMC web page at <https://eta.mtmc.army.mil/> or the DOT Web site at <http://hazmat.dot.gov/exsys.htm>. Under provisions of DOT-E 868, DOD Components are exempt from specific CFR Title 49 provisions that require inspection by rail or motor carriers prior to tendering cars or vehicles loaded with certain Hazard Class/Division 1.1, 1.2, and 1.3 munitions and subject to security considerations for shipment in rail or motor service.

b. CFR Title 49 requires submission of shipment history data on each application for renewal of a DOT-E. Accordingly, each TO will furnish an annual exemption usage report to the service/agency component. Each service/agency component will submit the consolidated exemption usage report (RCS MTMC-158) annually to HQ MTMC, ATTN: MTOP-PRF, 200 Stovall St, Alexandria VA 22332-5000, on 30 July for the previous 1 July through 30 June period. The report will contain the following data on each exemption:

(1) DOT-E.

(2) Number of shipments made.

(3) Facts pertaining to any accident or incident involving a shipment made using the exemption.

c. When it is apparent that a shipment for which an exemption has been issued will not be completed before an exemption expires, a request for extension will be submitted through the DOD Component to MTMC, at least 120 days prior to the exemption expiration date. Upon receipt of renewal request, MTMC will take appropriate action to obtain a new expiration date and will advise the requester accordingly. For Navy, follow the procedures in SW020-AC-SAF-010, Transportation and Storage Data for Ammunition, Explosives and Related Hazardous Materials, Appendix F, and submit requests to Navy POC, the Naval Ordnance Safety and Security Activity (NOSSA), Code N714, in triplicate 150 days prior to requested effective date. The following information is required for exemption renewals:

- (1) Proper shipping name (commodity name/generic description).
- (2) Mode of transportation (motor, rail, air).
- (3) CFR Title 49 Regulation(s) from which exemption is being requested.
- (4) Duration of request.
- (5) Reason for renewal/basis for seeking relief from compliance with regulations.
- (6) UN/NA, hazard class, and packing group.
- (7) Shipping and incident/accident experience (if none, so indicate).

3. A COE is an approval issued IAW procedures prescribed in the Joint Packaging Regulation DLAD 4145.41/AR 700-143/AFJI 24-210/NAVSUPINST 4030.55A/MCO 4030.40A, Packaging of Hazardous Material, that the proposed packaging for shipment of HAZMAT either equals or exceeds the requirements of CFR Title 49, Parts 100-180. Each container will be marked with the applicable COE number IAW MIL-STD-129. Mark the COE number on shipping papers, ATCMD/TCMD, and exterior containers. Additional information or instructions provided by COE will be complied with and a copy of the COE must be with the shipment. DOD Components will forward copies of all COEs to HQ MTMC, ATTN: MTOP-OPS, 200 Stovall St, Alexandria VA 22332-5000.

4. A CAA is a written approval stating the competent authority has reviewed the Explosives (EX) hazard classification or HAZMAT packaging; that it meets the UN standards; and that it is approved for transportation. For HAZMAT packaging, CAA is required when the UN standards or CFR Title 49 specifies the packaging must be in accordance with the shipper's national competent authority, when the package of materials exceeds the non-bulk packaging criteria, or when the packaging conflicts with the prescribed packaging of the modal regulations. The DOT is the only recognized competent authority for the U.S. Whenever a CAA is used, the shipping papers must be annotated with the CAA number. Additional information and instructions provided by the CAA will be complied with and a copy must be attached to the shipping papers. The two types of CAA are EX hazard classification and HAZMAT packaging. Procedures for applying for CAAs are prescribed in Joint Packaging Regulation DLAD 4145.41/AR 700-143/AFJI 24-210/NAVSUPINST 4030.55B/MCO 4030.40B.



<b>U.S. GOVERNMENT BILL OF LADING</b>						MEMORANDUM COPY		B/L No. > M2841854						
1. TRANSPORTATION COMPANY TENDERED TO LANDSTAR IMAY, INC				2. SCAC LDWY		3. DATE B/L PREPARED 000317		4. ROUTE ORDER/RELEASE NUMBER						
5. DESTINATION (Name, address, and ZIP code) CRASH RESCUE EQUIPMENT SERVICE 11122 MORRISON LANE DALLAS, TX 65229				6. SPLC (Dest.) 667300000		8. ORIGIN (Name, address, and ZIP code) 375 AW/LGTIF TRAFFIC MGT FLT 102 SOUTH ADAMS STREET BLDG 4010 SCOTT AFB, IL 62225-5426								
				7. SPLC (Orig.) 396618240										
9. CONSIGNEE (Name address and ZIP code of installation) CRASH RESCUE EQUIPMENT SERVICE 11122 MORRISON LANE DALLAS, TX 65229				10. GBLOC (Cons.)  I00I		11. SHIPPER (Name, address and ZIP code) 375 AW/LGTIF TRAFFIC MGT FLT 102 SOUTH ADAMS STREET BLDG 4010 SCOTT AFB, IL 62225-5426								
12. APPROPRIATION CHARGEABLE ADVICE NO.: S3600010 O/A: 5703400 300 65YY 234220 46350 02 41896 525700						13. BILL CHARGES TO (Dept/agency, bureau/office mailing address and ZIP code) DEF FIN AND ACC SRVC (DFAS) INDIANAPOLIS CTR, ATTN: DFAS-I INDIANAPOLIS, IN 46249-0001								
14. VIA (Route shipment when advantageous to the Government)						AGENCY LOC								
15. MARKS AND ANNOTATIONS RDD = 2000-03-30 EZ 9793 CRASH RESCUE EQUIPMENT SERVICE INC 11122 MORRISON LANE DALLAS, TX 65229 (972)243-3307														
16. PACKAGES		17. HM	18. DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description)				19. WEIGHT* (Pounds only)		FOR USE OF BILLING CARRIER ONLY					
No	KIND								Services	Rate	Charges			
1	PCS		CLASSIFICATION ITEM NO.      NGINES, INTERNAL COMBUSTION, NO: EACH ARTICLE RELEASED IN VALUE INACORDANCE WITH THE FOLLOWING, SEE NOTES. ITEMS 120822 RELEASE VALUE: \$2.50      TOTAL CUBE: 23657 TOTAL WEIGHT; This GBL consists of 2 page(s) and has no stop offs.				27920							
1	RO	X	EMERGENCY RESPONSE # 800-851-8061 FB44070076X12XXX N-120820(0) CUBE: 2357 ENGINES, INTERNAL COMBUSTION, NO: EACH ARTICLE RELEASED IN VALUE INACCORDANCE WITH THE FOLLOWING, SEE NOTES. ITEMS 120822 ENGINES INTERNAL COMBUSTION, 9/MISCELLANEOUS HAZARD MATERIAL UN3166.				27920							
20. TARIFF/SPECIAL RATE AUTHORITY LDWY0031700										21. PICKUP SERV. FURNISHED <input checked="" type="checkbox"/> YES VEHICLE FULLY LOADED <input type="checkbox"/> YES		SHIPPER'S INITIALS	22. CARRIER WAY/FREIGHT BILL NO AND DATE LDWY	
24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS														
FOR:			INITIALS & NO.		SEAL NUMBERS		LENGTH/CUBE		MARKED CAPACITY		DATE FURNISHED			
			LDWY/A30				ORDERED A30		FURNISHED A30					
			LDWY/NONE		APPLIED BY:		/		/					
25. CARRIER'S PICKUP DATE (Year, month & day) 2000-03-17			26a. SIGNATURE OF AGENT				26B. PER		B/L NUMBER <b>M2841854</b>					
27. MODE  B	28. ESTIMATE  1313.76	29. NO OF CLS/TLS  1	30. TYPE RATE  1	31. PSC	32. REASON		Received by the transportation company named above, subject to the regulations published in Title 41. Part 101-41 of the federal regulations, the property hereinafter described, in apparent good order and condition (contents and value unknown) to be forwarded to destination by the said company and connecting lines there to be delivered in like good order and condition to said consignee.							
FOR USE OF ISSUING OFFICE														
33.a ISSUING OFFICE (Name, and complete address) TRAFFIC MANAGEMENT OFFICE 102 SOUTH ADAMS STREET BLDG 4010 SCOTT AFB, IL 62225-5426						33b. GBLOC GKFL								
33c. ISSUING OFFICER GARY R. TYLER, GS-12, TMO						34D. DELIVERED THIS CONSIGNMENT COMPLETE IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED <input type="checkbox"/> SHORTAGE <input type="checkbox"/> DAMAGED								
33d. CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY														
33f. FOB POINT NAMED IN CONTRACT						33e. DATED								
#Show also cubic measurements for shipments via air, truck or water carrier in cases where required														

**Figure 204-1. Sample of Completed GBL (SF 1103) for a HAZMAT Shipment**

<b>U.S. GOVERNMENT BILL OF LADING CONTINUATION SHEET</b>			<b>MEMORANDUM COPY</b>		B/L NO. > M2841854 SHEET NO. 2				
(This form is to be used as a continuation sheet for SF 1103-A, U.S. Government Bill of Lading-Memorandum Copy, or SF 1203-A, U.S. Government Bill of Lading-Privately Owned Personal Property-Memorandum Copy.)			ISSUING OFFICE (Name and complete address) TRAFFIC MANAGMENT OFFICE 102 SOUTH ADAMS STREET BLDG 4010 SCOTT AFB, IL 62225-5426						
PACKAGES	HM	DESCRIPTION OF ARTICLES (Use charter's classification or tariff description if possible; otherwise use a clear nontechnical description)	Weight* (Pounds only)	FOR USE OF BILLING CARRIER ONLY					
	KIND			SERVICES	RATE	CHARGES			
1	RO	X  CFR 49 FOR IN-TRANSIT EMERGENCIES INVOLVING DOD GENERAL HAZARDOUS MATERIAL SHIPMENTS (EXCLUDING EXPLOSIVES), CONTACT 1 (800) 851-8061.  CARRIER WILL NOTIFY CONSIGNEE (NAME OF CONSIGNEE WITH TELEPHONE NUMBER) 24 HOURS PRIOR TO DELIVERY OF SHIPMENT. THIS IS TO CERTIFY THAT THE HEREIN NAMED MATERIALS ARE PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED, AND LABELED AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO THE APPLICABLE REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION.  <div style="text-align: right;">SHIPMENT TOTALS:</div> <div style="text-align: right;">FREIGHT =</div> <div style="text-align: right;">NET = 27920</div> <div style="text-align: right;">GROSS = 27920</div> <div style="text-align: right;">27920</div> COMMODITY SUMMARY: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Commodity Code and sub-element (1208200)</td> <td style="width: 20%;">Freight Quantity 27920</td> <td style="width: 50%;">Quantity Qualifier LBS</td> </tr> </table> LINE ITEM INFORMATION: FB44070076X012XXX N-120820(0) CUBE: 2357 ENGINES, INERNAL COMBUSTION, NOI: EACH ARTICLE RELEASED IN VALUE IN ACCORDANCE WITH THE FOLLOWING, SEE NOTES, ITEMS 120822 ENGINES INTERNAL COMBUSTION, 9/ MISCELLANEOUS HAZARD MATERIAL, UN3166. CFR 49  1 RS @ 27.920LBS DIM: 336X10X120	Commodity Code and sub-element (1208200)	Freight Quantity 27920	Quantity Qualifier LBS	27920			
Commodity Code and sub-element (1208200)	Freight Quantity 27920	Quantity Qualifier LBS							

\*Show also cubic measurements for shipments via air, truck or water carrier in cases where required.

1109-213-04

STANDARD FORM 1109-A (REV. 4-85)

PRESCRIBED BY GSA, FRMR (41 CFR) 101-41.3

DOD EXCEPTION TO SF FORM 1109 APPROVED BY GSA/IRMS 8-88

**Figure 204-1. Sample of Completed GBL (SF 1103) for a HAZMAT Shipment (Cont'd)**

**Illustration of REPSHIP Data  
Requirements for Individual Shipments of HAZMAT and Inert Component Parts –  
CONUS TO CONUS, CONUS to OVERSEAS, or OVERSEAS to CONUS**

FROM: SHIPPING ACTIVITY

TO: DOMESTIC CUSTOMER OR TRANSSHIPPING ACTIVITY

CLEARANCE AUTHORITY (OCEAN) OR CUSTOMER SERVICE

BRANCH (CSB) (AIR)

INFO: SPONSORING SERVICE ACCOUNTABLE SUPPLY ACTIVITY

SUBJ: REPSHIP

1. CONVEYANCE NUMBER.
  - a. CARRIER AND ROUTING, BILL OF LADING NUMBER, NET EXPLOSIVE WEIGHT (NEW).
  - b. SEAL NUMBER(S) AND ANY OTHER SECURITY DEVICES APPLIED, SUCH AS LOCKS, WIRE TWISTS, ETC.
  - c. TYPE OF TRANSPORTATION PROTECTIVE SERVICE (TPS), I.E., SIGNATURE TALLY (ST), CONSTANT SURVEILLANCE SERVICE (CS), RAIL ARMED GUARD SURVEILLANCE SERVICE (RG), NONE, ETC., AND TX-GS SERVICE NUMBER.
  - d. SHIPMENT DATE WRITTEN AS A THREE-DIGIT DAY OF THE YEAR.
  - e. ETA WRITTEN AS A THREE-DIGIT DAY OF THE YEAR.
  - f. FOR SURFACE SHIPMENTS, ETR NUMBER AND VESSEL NAME AND/OR VOYAGE NUMBER. FOR AIR SHIPMENTS, ENTER APPLICABLE AIR RELEASE NUMBER OR N/A.
    - (1) TCN.
    - (2) NSN AND DODIC.
    - (3) DIMENSIONS OF UNITIZED LOADS (LENGTH, WIDTH, HEIGHT), IN INCHES.
    - (4) TOTAL ROUNDS, TOTAL PIECES, TOTAL WEIGHT, TOTAL CUBE.
    - (5) LOT NUMBER AND NEW. FOR MORE THAN ONE LOT, FURNISH THE LOT NUMBER, ROUND COUNT, PIECES, WEIGHT, CUBE, AND NEW FOR EACH LOT.
    - (6) PROJECT CODE.
    - (7) SECURITY CLASSIFICATION (E.G., SENSITIVE--CATEGORY II, SECRET; NONE, ETC.).

**Figure 204-2. Illustration of REPSHIP Data Requirements for Individual Shipments of  
HAZMAT and Inert Component Parts**

NOTES:

1. When the conveyance contains more than one shipment unit, repeat the data elements (1) through (7) in separately lettered paragraphs for each shipment unit.
2. Cargo for more than one vessel or flight, but shipped to POE in a single conveyance, is included in a single REPSHIP. When cargo for a single vessel is moved to the SPOE in more than one conveyance, repeat all the data elements as above in separate numbered paragraphs for each conveyance.
3. A separate REPSHIP is used for each mode of shipment to the POE.

**Figure 204-2. Illustration of REPSHIP Data Requirements for Individual Shipments of HAZMAT and Inert Component Parts (Cont'd)**

**Illustration of REPSHIP Data Requirements  
for Containerization of HAZMAT and  
Inert Component Parts for Export**

FROM: SHIPPING ACTIVITY

TO: CONUS WATER TERMINAL (Note 1)

INFO: SPONSORING SERVICE ACCOUNTABLE SUPPLY ACTIVITY

SUBJ: REPSHIP

1. ETR AND VESSEL NAME AND/OR VOYAGE NUMBER.
2. CONVEYANCE NUMBER.
  - a. CARRIER AND ROUTING.
  - b. GBL NUMBER; TOTAL NEW.
  - c. MTX-GS SERVICE NUMBER.
  - d. TYPE OF TPS, I.E., SIGNATURE TALLY RECORD (STR), CS, DD, ETC.
  - e. SHIPMENT DATE WRITTEN AS A THREE-DIGIT DAY OF THE YEAR.
  - f. ETA WRITTEN AS A THREE-DIGIT DAY OF THE YEAR.
3. CONTAINER AND SEAL NUMBER (NOTE 2).
  - a. CONTAINER TCN.
  - b. TOTAL WEIGHT OF CONTENTS.
  - c. TOTAL NEW.
  - d. CONTENT TCN.
    - (1) NSN AND DODIC.
    - (2) ROUNDS, PIECES, WEIGHT, CUBE, AND LOT NUMBERS.
    - (3) PROJECT CODE, IF APPLICABLE.
    - (4) SECURITY CLASSIFICATION (E.G., SENSITIVE-CATEGORY II, CONFIDENTIAL, ETC.).
  - e. CONTENT TCN (NOTE 3).

**Figure 204-3. Illustration of REPSHIP Data Requirements for Containerization of  
HAZMAT and Inert Component Parts for Export**

NOTES:

1. Containerized (CONEX, MILVAN, SEAVAN) loads containing HAZMAT are not eligible for airlift.
2. For a conveyance with more than one container, repeat container information (Paragraph 3) in subsequent paragraphs (e.g., Paragraph a, Paragraph b) for each additional container being transported.
3. For a container with more than one shipment unit, repeat shipment unit information (Paragraph 3.d) in subsequent paragraphs (e.g., Paragraph 3.e, Paragraph 3.f) for each additional unit being transported.

**Figure 204-3. Illustration of REPSHIP Data Requirements for Containerization of HAZMAT and Inert Component Parts For Export (Cont'd)**

**DOT Exemption POC  
DOD Liaison to the DOT**

Commander  
Headquarters, Military Traffic Management Command  
ATTN: MTOP-PRF (Ms. Jameela Shareef)  
200 Stovall St, Alexandria VA 22333-5000  
DSN: 328-2284, Commercial: (703) 428-2284  
Fax: DSN: 328-3347, Commercial: (703) 428-3347  
E-mail: [shareefj@mtmc.army.mil](mailto:shareefj@mtmc.army.mil)

DOD SERVICES COMPONENTS/POINT OF CONTACTS FOR DOT-E, CAA EX FHC, AND COEs

**Department of the Army**

**All Other Exemptions**

Chief  
U.S. Army Logistics Support Activity  
Packaging, Storage, and Containerization Center  
Attn: AMXLS-TP  
(Ms. Sandy Gorba/Ms. Sandy Pizzuti)  
11 HAP Arnold Blvd.  
Tobyhanna PA 18466-5097  
DSN: 795-6622/7682  
Commercial: (570) 895-6622  
E-mail: [sandra.gorba@logsa.army.mil](mailto:sandra.gorba@logsa.army.mil)

**Missiles Related Exemptions**

Commander, U.S. Army AMCOM  
ATTN: AMSAM-MMC-LS-MDT  
Ms. Janice Hopkins  
Building 5302, 2nd Floor  
Redstone Arsenal AL 35898-5110  
DSN: 746-5717  
Commercial: (256) 876-5717  
E-mail: [hopkins-ja@redstone.army.mil](mailto:hopkins-ja@redstone.army.mil)

**Ammunition and Related Exemptions**

Commander, U.S. Army OSC  
ATTN: AMSIO-JTT  
(Mr. Gill Casillas)  
Rock Island IL 61299-6000  
DSN: 793-4762  
Commercial: (309) 782-4762  
E-mail: [casillasg@OSC.army.mil](mailto:casillasg@OSC.army.mil)

**Ammunition and Related Exemptions**

Commander, U.S. ARDEC  
ATTN: AMSTA-AR-ESK  
Ms. Nora Hipschen  
Rock Island IL 61299-7300  
DSN: 793-8205  
E-mail: [HipschenN@ria.army.mil](mailto:HipschenN@ria.army.mil)

**Figure 204-4. DOT Exemption Points of Contact**

### **Department of the Air Force**

#### **All Exemptions/CAA/COEs**

AFMC LSO/LOP  
Attn: Mark Ferguson  
5215 Thurlow Street  
Wright-Patterson AFB OH 45433-5540  
DSN: 787-1984/4503  
E-mail: [Mark.Ferguson@wpafb.af.mil](mailto:Mark.Ferguson@wpafb.af.mil)  
[Tonita.Davis@wpafb.af.mil](mailto:Tonita.Davis@wpafb.af.mil)

#### **Explosive Classification CAAs**

HQ AFSC/SEW  
ATTN: Mr. Eric Olsen  
9700 G Ave SE  
Kirtland AFB NM 87117-5670  
DSN: 246-5658  
E-mail: [OLSENE@KAFB.SAIA.AF.MIL](mailto:OLSENE@KAFB.SAIA.AF.MIL)

### **Department of the Navy**

#### **CAA/COEs**

Director, Naval Surface Warfare Center  
Navy PHST Center, Code 715  
Attn: Mr. Robert Dress  
Colts Neck NY 07722-6621  
DSN: 449-2821  
E-Mail: [rdress@noclant.navy.mil](mailto:rdress@noclant.navy.mil)

#### **Exemptions**

Naval Ordnance Security and Safety Activity  
Attn: Code N714  
Mr. Oliver Bell/Ms. Jennifer Jones/  
Mr. Thomas Heitmann  
Farrugut Hall, Building D-323  
23 Strauss Ave  
Indian Head MD 20640-5555  
DSN: 354-6055, EXT 109 or 110  
Commercial: (301) 744-6055  
E-mail: [jonesjg@navsea.mil](mailto:jonesjg@navsea.mil)

#### **Explosive Hazard Classification CAA**

Commanding Officer  
Naval Ordnance Safety and Security Activity  
Attn: Code N7143  
Farragut Hall, Bldg. D323  
23 Strauss Ave  
Indian Head MD 20640-5555  
DSN: 354-6068, Commercial: (301) 744-6068  
E-mail: [walsemange@navsea.navy.mil](mailto:walsemange@navsea.navy.mil)

**Figure 204-4. DOT Exemption POC (Cont'd)**



## **U.S. Marine Corps**

### **Explosive Hazard Classification CAA**

Commanding Officer  
Indian Head Division  
Naval Ordnance Safety and Security Activity  
Attn: N7143  
Farragut Hall, Bldg. D323  
23 Strauss Ave  
Indian Head MD 20640-5555  
DSN: 354-6068  
Commercial: (301) 744-6068  
E-mail: [walsemange@navsea.navy.mil](mailto:walsemange@navsea.navy.mil)

### **All Exemptions/CAA/COEs**

Commandant of the Marine Corps  
2 Navy Annex  
Attn: LPP-2 (Mr. Mike Dawson)  
Washington DC 20380-1775  
DSN: 225-8926  
E-mail: [dawsonmm@hqmc.usmc.mil](mailto:dawsonmm@hqmc.usmc.mil)

## **DLA**

### **COEs**

Defense Logistics Agency  
Attn: J33-LDD  
Mr. Joseph Maloney  
8725 John J. Kingman Road, Suite 2533  
Fort Belvoir VA 22060-6221  
DSN: 427-3673  
Commercial: (703) 767-3673  
E-mail: [joe\\_maloney@hq.dla.mil](mailto:joe_maloney@hq.dla.mil)

### **Exemptions/CAA**

Defense Logistics Agency  
Attn: J33-LDT  
Ms. Betty Yanowsky Slanta  
8725 John J. Kingman Road, Suite 2533  
Fort Belvoir VA 22060-6221  
DSN: 427-3638  
Commercial: (703) 767-3638  
E-mail: [betty\\_Yanowsky@hq.dla.mil](mailto:betty_Yanowsky@hq.dla.mil)

**Figure 204-4. DOT Exemption POC (Cont'd)**

## **COE POC Ammunition and Related Items**

### **ARMY**

#### **AY-XX-21 through AY-XX-40**

Commander  
TACOM ARDEC  
ATTN: AMSTA-AR-WEP  
Bldg 455  
Picatinny Arsenal NJ 07806-5000  
DSN: 880-2865  
Commercial: (973) 724-2865

#### **AY-XX-41 through AY-XX-80**

Chief, ARDEC  
Attn: AMSTA-AR-WEP-RP  
Rock Island IL 61299-7300  
DSN: 793-8203  
Commercial: (309) 782-8203

#### **AY-XX-81 through AY-XX-200**

Commander, U.S. Army AMCOM  
Attn: AMSAM-MMC-LS-MDT  
Bldg. 5302, 2<sup>nd</sup> Floor  
Redstone Arsenal AL 35898-5110  
DSN: 746-5717  
Commercial: (256) 867-5717

### **NAVY/MARINE CORPS**

#### **NA-XX through 300**

Naval Weapons Station Earle  
PHST Center – 5024  
201 Highway 34, South  
Colts Neck NJ 07722-5023  
DSN: 449-2821  
Commercial: (908) 866-2821

#### **NA-XX-700 through NASO NA-XX-849**

Naval Inventory Control  
Point-Philadelphia  
Code 0512.26  
700 Robbins Avenue  
Philadelphia PA 19111-5098  
DSN: 442-5395

#### **NA-XX-300 through SPAWARSYSCOM NZ-XX-699**

Space & Naval Warfare  
Systems Command  
SPAWAR 04L-1C  
Bldg OT1-Room 213 (1120-C)  
4301 Pacific Highway  
San Diego CA 92110-3215  
No DSN, Commercial: (619) 557-0176

#### **NA-XX-850 through NAVICP- Mechanicsburg NA-XX-999**

Naval Inventory Control Point-Mechanicsburg  
P.O. Box 2020, Code 0772.30  
5450 Carlisle Drive  
Mechanicsburg PA 17055-0788  
DSN: 430-2784  
Commercial: (717) 605-2784

**Figure 204-5. COE POC Ammunition and Related Items**

**COE POC Ammunition and Related Items (Cont'd)**

**NA-XX 400 through**  
**NAVFACENGCOM NA-XX-499**

Naval Facilities Engineering Command  
Alexandria VA 22332-2300  
DSN: 221-9133  
Commercial: (703) 325-9133

**NA-XX-500 through**  
**NAVSEASYSCOM NA-XX-699**

Commanding Officer, Naval Weapons  
Station Earle PHST Center – 5024  
201 Highway 34, South  
Colts Neck NJ 07722-5023  
DSN: 449-2821  
Commercial: (908) 866-2821

**COEs (NON-ORDNANCE) (NAVY)**

Naval Inventory Control Point  
ATTN: Mr. Gerald L. Boyd  
Box 2020, Code 0772.30  
5450 Carlisle Pike  
Mechanicsburg PA 17055-0788  
DSN: 430-2784, Commercial: (717) 605-2784  
E-mail: [gerald\\_l\\_boyd@icpmech.navy.mil](mailto:gerald_l_boyd@icpmech.navy.mil)

**Figure 204-5. COE POC Ammunition and Related Items (Cont'd)**

## **AIR FORCE**

### **AF 1-19**

ASC/SY  
Bldg #526  
2475 K Street, Suite 1  
Wright-Patterson AFB OH  
45433-7642  
DSN: 785-2526 EXT462  
Commercial: (937) 255-2526 EXT 462

### **AF 20-29**

SMC/AXL  
160 Skynet, Suite 1270  
Los Angeles AFB CA 90245-4863  
DSN: 833-1729/5467  
Commercial: (310) 363-1729/5467

### **AF 51-60**

ASC/VXYC  
102 West D Avenue, Suite 168  
Eglin AFB FL 32542-6807  
DSN: 872-3978  
Commercial: (904) 882-3978

### **AF 226-250**

72 ABW/LGTP  
7516 Sentry Blvd, Suite 201  
Tinker AFB OK 73145-8912  
DSN: 339-3544  
Commercial: (405) 739-3544

### **AF 251-300**

75 ABW/LGTP  
7530 Utility Drive  
Hill AFB UT 84056-5306  
DSN: 777-8836/8837  
Commercial: (801) 777-8836/8837

### **AF 301-325**

76 ABW/LGTP  
401 Wilson Blvd  
Kelly AFB TX 78241-5340  
DSN: 945-3925  
Commercial: (210) 925-3925

### **AF 326-375**

77ABW/LGTP  
1961 Idzorek St  
McClellan AFB CA 95662-1620  
DSN: 633-4671  
Commercial: (916) 643-4671

### **AF 376-400**

78 ABW/LGTP  
455 Byron Street, Suite 465  
Robins AFB GA 31098-1860  
DSN: 468-3259  
Commercial: (912) 926-3259

**Figure 204-5. COE POC Ammunition and Related Items (Cont'd)**

## CAA POC

### DEPARTMENT OF THE ARMY

#### Ammunition and Related Items

Chief, ARDEC

Attn: AMSTA-AR-WEP-RP

Rock Island IL 61299-7300

DSN: 793-8205

Commercial: (309) 782-8205

#### Missiles and Related Exemptions

Commander, U.S. Army AMCOM

Attn: AMSAM-MMC-LS-MDT

Building 5302, 2<sup>nd</sup> Floor

Redstone Arsenal AL 35898-5110

DSN: 793-5717

Commercial: (256) 876-5717

#### All Other Items

Chief, USAMC, LOGSA PSCC

Attn: AMXLS-TP

11 Hap Arnold Blvd

Tobyhanna PA 18466-5097

DSN: 795-6622/7862

Commercial: (570) 895-6622/7682

### DEPARTMENT OF THE AIR FORCE

#### All

HQ Air Force Materiel Command

Attn: AFMC LSO/LOPP

5215 Thurlow Street

Wright Patterson AFB OH 45433-5540

DSN: 787-4503

Commercial: (937) 257-4503

### DEFENSE LOGISTICS AGENCY

#### All

HQ Defense Logistics Agency

Attn: J33-LDD

8725 John J. Kingman Road

Fort Belvoir VA 22060-6221

DSN: 427-3515/3511

Commercial: (703) 767-3515/3511

### DEPARTMENT OF THE NAVY/ MARINE CORPS

#### All

Naval Weapons Station Earle

Naval Packaging, Handling,

Storage, and Transportability

Center, Code 5024

201 Highway 34, South

Colts Neck NJ 07722-5023

DSN: 449-2821

Commercial: (908) 866-2821

### COE POC AMMUNITION AND RELATED ITEMS

NA-XXX-850 through NAVICP

Mechanicsburg NA-XX-999

Naval Inventory Control Point -  
Mechanicsburg

P.O. Box 2020, Code 0772.30

5450 Carlisle Pike

Mechanicsburg PA 17055-0788

DSN: 430-2784

Commercial: (717) 605-2784

**Figure 204-6. CAA POC**

## **JMTCA Export Offering**

### **MEMORANDUM FOR JOINT MUNITIONS TRANSPORTATION COORDINATING ACTIVITY (JMTCA)**

**FROM:** Shipper or DOD Component

**SUBJECT:** Export Offering

1. Document number.
2. Suffix.
3. National Stock Number (NSN).
4. Department of Defense Identification Code (DODIC).
5. Supplemental address (Ship to).
6. Signal code.
7. Nomenclature.
8. Source of supply (shipper).
9. Required delivery date (RDD).
10. Issue priority designator (IPD).
11. Project code.
12. Quantity (each).
13. Pieces.
14. Type pack.
15. Weight.
16. Cube.
17. Proper shipping name.
18. International Maritime Dangerous Goods Code (i.e., Hazard Class/Division 1.1, 1.2, 1.3).
19. United Nation's serial number (UNO).
20. Net explosive weight (NEW).
21. Sensitivity/classification code.
22. Transportation fund citation.

(Signature Block)

**Figure 204-7. JMTCA Export Offering**

**Acknowledgment of Receipt of  
Ammunition ETRR**

**Record Position:** 1-3  
**Data Element Number:** 1  
**Field Title or Entry Instruction:** Document Identifier  
**Remarks:** R1A

**Record Position:** 4-16  
**Data Element Number:** 3  
**Field Title or Entry Instruction:** Requester Identifier  
**Remarks:** R11

**Record Position:** 17-22  
**Data Element Number:** 4  
**Field Title or Entry Instruction:** Shipper  
**Remarks:** From R11

**Record Position:** 23  
**Data Element Number:** Field Title or Entry  
**Instruction:** Type offer code  
**Remarks:** A-Ammo, B-Breakbulk, and C-Container

**Record Position:** 24  
**Data Element Number:** N/A  
**Field Title or Entry Instruction:** MTMC DSC  
**Remarks:** E/W-DSC

**Record Position:** 25-29  
**Data Element Number:** 32  
**Field Title or Entry Instruction:** File Identifier  
**Remarks:** Assigned by MTMC DSC

**Record Position:** 30-38  
**Data Element Number:** N/A  
**Field Title or Entry Instruction:** Acknowledgment of request  
**Remarks:** N/A

**Record Position:** 39-46  
**Data Element Number:** N/A  
**Field Title or Entry Instruction:** Blank

**Figure 204-8. Acknowledgment of Receipt of Ammunition ETRR**

**Acknowledgment of Receipt of  
Ammunition ETRR (Cont'd)**

**Record Position:** 47-58

**Data Element Number:** N/A

**Field Title or Entry Instruction:** Specific line number if ammo planning wire

**Remarks:** N/A

**Record Position:** 59-70

**Data Element Number:** N/A

**Field Title or Entry Instruction:** Blank

**Remarks:** N/A

**Record Position:** 71-78

**Data Element Number:** N/A

**Field Title or Entry Instruction:** Month, day, and year of acknowledgment

**Remarks:** Two positions each: month, day, and year

**Record Position:** 79-80

**Data Element Number:** N/A

**Field Title or Entry Instructions:** Always "00"

NOTE: Data elements are explained in Appendix U, Section A.

**Figure 204-8. Acknowledgment of Receipt of Ammunition ETRR (Cont'd)**



MOTOR VEHICLE INSPECTION (TRANSPORTING HAZAROUS MATERIALS)													
<i>(Read Instructions before completing this form)</i>													
This form applies to all vehicles which must be marked or placarded in accordance with Title 49 CFR.						1. GOVERNMENT BILL OF LADING/TRANSPORTATION CONTROL NUMBER							
SECTION 1 – DOCUMENTATION				ORIGIN a.				DESTINATION b.					
2. CARRIER/GOVERNMENT ORGANIZATION													
3. DATE/TIME OF INSPECTION													
4. LOCATION OF INSPECTION													
5. OPERATOR(S) NAME(S)													
6. OPERATOR(S) LICENSE NUMBER(S)													
7. MEDICAL EXAMINER'S CERTIFICATE*													
8. (X if satisfactory at origin)								9. CVSA DECAL DISPLAYED ON					
a. MILITARY HAZMAT ENDORSEMENT				d. ERG OR EQUIVALENT COMMERCIAL:				YES		NO			
b. VALID LEASE*				e. DRIVER'S VEHICLE INSPECTION REPORT*:				a. TRUCK/TRACTOR		YES NO			
c. ROUTE PLAN				f. COPY OF 49 CFR PART 397				b. TRAILER		YES NO			
SECTION II – MECHANICAL INSPECTION													
<i>All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.</i>													
10. TYPE OF VEHICLE(S)						11. VEHICLE NUMBER(S)							
12. PART INSPECTED <i>(X as applicable)</i>		ORIGIN (1)		DESTINATION (2)				ORIGIN (1)		DESTINATION (2)		COMMENTS (3)	
		SAT	UNSAT	SAT	UNSAT			SAT	UNSAT	SAT	UNSAT		
a. SPARE ELECTRICAL FUSES						k. EXHAUST SYTEM							
b. HORN OPERATIVE						l. BRAKE SYSTEM*							
c. STEERING SYSTEM						m. SUSPENSION							
d. WINDSHIELD/WIPERS						n. COUPLING DEVICES							
e. MIRRORS						o. CARGO SPACE							
f. WARNING EQUIPMENT						p. LANDING GEAR*							
g. FIRE EXTINGUISHER*						q. TIRES, WHEELS, RIMS							
h. ELECTRICAL WIRING						r. TAILGATE/DOORS*							
i. LIGHTS AND REFLECTIONS						s. TARPAULIN*							
j. FUEL SYSTEM*						t. OTHER <i>(Specify)</i>							
13. INSPECTION RESULTS (X ONE)						14. SATELLITE MOTOR SURVEILLANCE SYSTEM: (X ONE)							
ACCEPTED <input type="checkbox"/>						REJECTED <input type="checkbox"/>							
<i>(If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)</i>													
15. REMARKS													
16. INSPECTOR SIGNATURE <i>(Origin)</i>						17. INSPECTOR SIGNATURE <i>(Destination)</i>							
SECTION III – POST LOADING INSPECTION This section applies to Commercial and Government/Military vehicles. All items will be checked prior to release of loaded equipment and shall be checked on all incoming loaded equipment.						ORIGIN (1)		DESTINATION (2)		COMMENTS (3)			
						SAT	UNSAT	SAT	UNSAT				
18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR													
19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT													
20. SEALS APPLIED TO CLOSED VEHICLE; TARPAULIN APPLIED ON OPEN EQUIPMENT													
21. PROPER PLACARDS APPLIED													
22. SHIPPING PAPERS/DD FORM 836 FOR GOVERNMENT VEHICLE SHIPMENTS													
23. COPY OF DD FORM 626 FOR DRIVER													
24. SHIPPED UNDER DOT EXEMPTION 868													
25. INSPECTOR SIGNATURE <i>(Origin)</i>						26. DRIVER(S) SIGNATURE <i>(Origin)</i>							
27. INSPECTOR SIGNATURE <i>(Destination)</i>						28. DRIVER(S) SIGNATURE <i>(Destination)</i>							

Figure 204-9. Sample DD Form 626, Motor Vehicle Inspection

INSTRUCTIONS	
<p><b>SECTION I – DOCUMENTATION</b></p> <p><b>General Instructions</b></p> <p>All items (2 through 9) will be checked at origin prior to loading. Items with an asterisk (*) apply to commercial operators or equipment only. Only Items 2 through 7 are required to be checked at destination.</p> <p>Items 1 through 5. Self explanatory.</p> <p>Item 6. Enter operator's Commercial Driver's License (CDL) number or military OF-346 License Number. CDL and OF-346 must have the HAZMAT and other appropriate endorsements IAW Part 383.</p> <p>Item 7. *Enter the expiration date listed on the Medical Examiner's Certificate.</p> <p>Item 8.a. APPLIES TO MILITARY OPERATORS ONLY. Military Hazardous Materials Certification. In accordance with applicable service regulations, ensure operator has been certified to transport hazardous materials.</p> <p>b. *Valid Lease. Shipper will ensure a copy of the appropriate contract of lease is carried in all leased vehicles and is available for inspection. (Defense Transportation Regulation (DTR) requirement.)</p> <p>c. Route Plan. Prior to loading any Hazard Class/Division 1.1, 1.2, or 1.3 (Explosives) for shipment, ensure that the operator possesses a written route plan in accordance with 49 CFR Part 397. Route Plan requirements for Hazard Class 7 (Radioactive) materials are found in 49 CFR 397.101.</p> <p>d. Emergency Response Guidebook (ERG) or Equivalent. Commercial operators must be in possession of an ERG or equivalent document. Shipper will provide applicable ERG page(s) to military operators.</p> <p>e. *Driver's Vehicle Inspection Report. Review the operator's Vehicle Inspection Report. Ensure that there are no defects listed on the report that would affect the safe operation of the vehicle.</p> <p>f. Copy of 49 CFR Part 397. Operators are required by regulation to have in their possession a copy of 49 CFR Part 397 (Hazardous Materials Driving and Parking Rules). If military operators do not possess this document, shipper may provide a copy to operator.</p> <p>Item 9. *Commercial Vehicle Safety Alliance (CVSA) Decal. Check to see if equipment has a current CVSA decal and mark applicable box. Vehicles without CVSA, check documentation of the last vehicle periodic inspection.</p> <p><b>SECTION II – MECHANICAL INSPECTION</b></p> <p><b>General Instructions</b></p> <p>All items (12.a through 12.t.) will be checked on all incoming empty equipment prior to loading. Items with an asterisk (*) shall be checked on all incoming loaded equipment. Unsatisfactory conditions that would affect the safe off-loading of the equipment must be corrected prior to unloading.</p>	<p><b>SECTION II (Continued)</b></p> <p>Item 12.a Spare Electrical Fuses. Check to ensure that at least one spare fuse for each type of installed fuse is carried on the vehicle as a spare or vehicle is equipped with an overload protection device (circuit breaker). (49 CFR 393.95)</p> <p>b. Horn Operative. Ensure that horn is securely mounted and of sufficient volume to serve purpose. (49 CFR 393.81)</p> <p>c. Steering system. The steering wheel shall be secure and must not have any spokes cracked through or missing. The steering column must be securely fastened. Universal joints shall not be worn, faulty or repaired by welding. The steering gear box shall not have loose or missing mounting bolts or cracks in the gear box mounting brackets. The pitman arm on the steering gear output shaft shall not be loose. Steering wheel shall turn freely through the limit of travel in both directions. All components of a power steering system must be in operating condition. No parts shall be loose or broken. Belts shall not be frayed, cracked or slipping. The power steering system shall not be leaking. (49 CFR 396 Appendix G)</p> <p>d. Windshield/Wipers. Inspect to ensure that windshield is free from breaks, cracks or defects that would make operation of the vehicle unsafe; that the view of the driver is not obscured and that the windshield wipers are operational and wiper blades are in serviceable condition. Defroster must be operative when conditions require. (49 CFR 393.60, 393.78 and 393.79)</p> <p>e. Mirrors. Every vehicle must be equipped with two rear vision mirrors located so as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Mirrors shall not be cracked or dirty. (49 CFR 393.80)</p> <p>f. Warning Equipment. Equipment must include three bi-directional emergency reflective triangles that conform to the requirements of FMVSS No. 125. FLAME PRODUCING DEVICES ARE PROHIBITED. (49 CFR 393.95)</p> <p>g. Fire Extinguisher. Military vehicles must be equipped with two serviceable fire extinguishers with an Underwriters Laboratories rating of 10 BC or more. (Commercial motor vehicles must be equipped with one serviceable 10 BC Fire Extinguisher). Fire extinguisher(s) must be located so that it is readily accessible for use and securely mounted on the vehicle. The fire extinguisher must be designed, constructed and maintained to permit visual determination of whether it is fully charged. (49 CFR 393.95)</p> <p>h. Electrical Wiring: Electrical wiring must be clean and properly secured. Insulation must not be frayed, cracked or otherwise in poor condition. There shall be no uninsulated wires, improper splices or connections. Wires and electrical fixtures inside the cargo area must be protected from the lading. (49 CFR 393.28, 393.32, 393.33)</p>

Figure 204-9. Sample DD Form 626, Motor Vehicle Inspection (Cont'd)

INSTRUCTIONS	
<p><b>SECTION II (Continued)</b></p> <p>i. Lights/Reflectors. (Head, tail, turn signal, brake, clearance, marker and identification lights, Emergency flashers). Inspect to see that all lighting devices and reflectors required are operable, of proper color and properly mounted. Ensure that lights and reflectors are not obscured by dirt or grease or have broken lenses. High/Low beam switch must be operative. Emergency flashers must be operative on both the front and rear of vehicle. (49 CFR 393)</p> <p>j. Fuel System. Inspect fuel tank and lines to ensure that they are in serviceable condition, free from leaks, or evidence of leakage and securely mounted. Ensure that fuel tank filler cap is not missing. Examine cap for defective gasket or plugged vent. Inspect filler necks to see that they are in completely serviceable condition and not leaking at joints. (49 CFR 393.83 and 396 Appendix G)</p> <p>k. Exhaust System. Exhaust system shall discharge to the atmosphere at a location to the rear of the cab or if the exhaust projects above the cab, at a location near the rear of the cab. Exhaust system shall be temporarily repaired with wrap or patches. (49 CFR 393.83 and 396 Appendix G)</p> <p>l. Brake System (to include hand brakes, parking brakes and Low Air Warning devices). Check to ensure that brakes are operational and properly adjusted. Check for audible air leaks around air brake components and air lines. Check for fluid leaks, cracked or damaged lines in hydraulic brake systems. Ensure that parking brake is operational and properly adjusted. Low Air Warning devices must be operative. (49 CFR 396 Appendix G)</p> <p>m. Suspension. Inspect for indications of misaligned, shifted or cracked springs, loosened shackles, missing bolts, spring hangers unsecured at frame and cracked or loose U-bolts. Inspect for any unsecured axle positioning parts, and sign of axle misalignment, broken torsion bar springs (if so equipped). (49 CFR 396 Appendix G)</p> <p>n. Coupling Devices (Inspect without uncoupling). Fifth Wheels: Inspect for any visible space between upper and lower fifth wheel plates. Ensure that the locking jaws are around the shank and not the head of the kingpin. Ensure that the release lever is seated properly and safety latch is engaged. Pintle Hook, Drawbar, Towbar Eye and Tongue and Safety Devices: Inspect for unsecured mounting, cracks, missing or ineffective fasteners (welded repairs to pintle hook is prohibited). Ensure safety devices (chains, hooks, cables) are in serviceable condition and properly attached. (49 CFR 396 Appendix G)</p> <p>o. Cargo space. Inspect to ensure that cargo space is clean and free from exposed bolts, nuts, screws, nails or inwardly projecting parts that could damage the lading. Check floor to ensure it is tight and free from holes. Floor shall not be permeated with oil or other substances. (49 CFR 177.815(e)(1) and 398.94)</p> <p>p. Landing Gear. Inspect to ensure that landing gear and assembly are in serviceable condition, correctly assembled, adequately lubricated and properly mounted.</p>	<p><b>SECTION II (Continued)</b></p> <p>q. Tires, Wheels and Rims: Inspect to ensure that tires are properly inflated. Flat or leaking tires are unacceptable. Inspect tires for cuts, bruises, breaks and blisters. Tires with cuts that extend into the cord body are unacceptable. Thread depth shall not be less than 4/32 inches for tires on a steering axle of a power unit, and 2/32 inches for all other tires. Mixing bias and radial on the steering axle is prohibited. Inspect wheels and rims for cracks, unseated locking rings, broken. Loose damaged or missing lug nuts or elongated stud holes. (49 CFR 396 Appendix G)</p> <p>r. Tailgate/Doors. Inspect to see that all hinges are tight in body. Check for broken latches and safety chains. Doors must close securely (49 CFR 177.835(h))</p> <p>s. Tarpaulin. If shipment is made on open equipment, ensure that lading is properly covered with fire- and water-resistant tarpaulin. (49 CFR 177.835(h))</p> <p>t. Other Unsatisfactory Condition. Note any other condition that would prohibit the vehicle from being loaded with hazardous materials.</p> <p>Item 14. For AA&amp;E and other shipments requiring satellite surveillance, ensure that the Satellite Motor Surveillance System is operable. Shipper will instruct the driver to send a "test" emergency message to DTTS by having the driver activate the "emergency (panic) button". Shipper will contact DTTS at 1-800-826-0794 to verify that test message was received. Message must be received by DTTS for system to be considered operational.</p> <p><b>SECTION III – POST LOADING INSPECTION</b></p> <p><b>General Instructions.</b></p> <p>All items will be checked prior to the release of loaded equipment. Shipment will not be released until deficiencies are corrected. All items will be checked on incoming loaded equipment. Deficiencies will be reported in accordance with applicable service regulations.</p> <p>Item 18. Check to ensure shipment is loaded in accordance with 49 CFR Part 177.848 and the applicable Segregation or Compatibility Table of 49 CFR 177.848.</p> <p>Item 19. Check to ensure that load is secured from movement in accordance with applicable service outload drawings.</p> <p>Item 20. Check to ensure seal(s) has been applied to closed equipment; fire- and water-resistant tarpaulin applied on open equipment.</p> <p>Item 21. Check to ensure each transport vehicle has been properly placarded in accordance with 49 CFR Part 172 Subpart F.</p> <p>Item 22. Check to ensure operator has been provided shipping papers that comply with 49 CFR Part 172 Subpart C. For shipments transported by Government vehicle, shipping paper will be DD Form 836.</p> <p>Item 23. Ensure operator(s) sign DD Form 626, are given a copy and understand the hazards associated with the shipment.</p> <p>Item 24. Applies to Commercial Shipment Only. If shipment is made under DOT Exemption 868, ensure that shipping papers are properly annotated and copy of Exemption 868 is with shipping papers.</p>

**Figure 204-9. Sample DD Form 626, Motor Vehicle Inspection (Cont'd)**

<b>HAZMAT/HAZMAT/HAZMAT/HAZMAT/HAZMAT/HAZMAT/HAZMAT/HAZMAT</b>								
1a. NOMENCLATURE: b. MODEL NO.:		c. CONTAINER SEAL NO. d. SERIAL NO.:		e. TCN NUMBER: f. BUMPER NO.				
<b>DANGEROUS GOODS SHIPPING PAPER/DECLARATION AND EMERGENCY RESPONSE INFORMATION FOR HAZARDOUS MATERIALS TRANSPORTED BY GOVERNMENT VEHICLES/CONTAINERS OR VESSEL</b>								
2. SHIPPER/ADDRESS/TELEPHONE NO.		3. LOCATION AND DATE SHIPMENT PREPARED		4. DATE OF TRAVEL		5. PAGE 1 OF _____ PAGES		
6. CARGO (To be completed by the unit or shipper Transportation Office (TO))								
PROPER SHIPPING NAME <i>(Include RQ, Technical Names, Additional Information per 49 CFR 172.203, as required)</i> a.		HAZARD CLASS/ DIVISION b.	UN/ID NUMBER c.	PACKING GROUP d.	PACKAGES NUMBER      KIND e.              f.		NET TOTAL QUANTITY & GROSS WT. (kg) g.	TOTAL AMMO (NEW) h.
(Port personnel complete Items 7 and 8.)								
7. PORT OF EMBARKATION (OCONUS only)		8a. SHIP NAME (OCONUS only)			b. VOYAGE NUMBER			
9. CONSIGNEE								
10. REMARKS								
11a. COPY OF EMERGENCY GUIDE NUMBER(S) _____ ATTACHED (See back of this form.)								
b. EMERGENCY NOTIFICATION. In all cases of accident, breakdown or fire, prompt notification must be given to shipper as noted in Item 2.								
c. 24-HOUR EMERGENCY ASSISTANCE TELEPHONE NUMBERS:								
DOD NON-EXPLOSIVE HAZMAT: 1-800-851-8061 AT SEA: 804-279-3131 (COLLECT)		DOD HAZ CLASS 1 (EXPLOSIVES) ONLY: 703-697-0218/0219 (COLLECT) (WATCH OFFICER)		SAFE HAVEN: 1-800-524-0331 NATIONAL RESPONSE CENTER (NRC): 1-800-424-8802 AT SEA: 202-267-2675 (COLLECT)		DOD RADIOACTIVE MATERIALS: ARMY: (703) 697-0218 (COLLECT) USAF: (202) 767-4011 USN/MC: (757) 887-4692/ 1-888/528-0148 DLA: (717) 770-5283		
12. CONTAINER PACKING CERTIFICATE OR VEHICLE PACKING DECLARATION It is hereby declared that the goods described above have been packed/loaded into the container/vehicle identified above in accordance with applicable provisions. (Must be completed and signed for all container/vehicle loads by person responsible for packing/loading. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> CONTAINER NO. _____         </div> <div style="width: 45%;"> <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> VEHICLE NO. _____         </div> </div>								
a. TYPE OR PRINT NAME		b. SIGNATURE			c. DATE (YYYYMMDD)			
13. SHIPPER'S CERTIFICATION								
This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation, international and national governmental regulations.								
a. TYPE OR PRINT NAME OF SHIPPER CERTIFIER				c. SIGNATURE(S) OF VEHICLE OPERATOR(S)				
b. SIGNATURE OF SHIPPER CERTIFIER								
14. (X as appropriate) PREPARED IN ACCORDANCE WITH:				49 CFR		IMDGC		

DD FORM 836, MAY 2000

PREVIOUS EDITION IS OBSOLETE.

This form meets the requirements of SOLAS 74 Chapter VII, Regulation 5: MARPOL 73/78 Annex III, Regulation 4 and IMDG Code, General Introduction, Section 9.

**HAZMAT/HAZMAT/HAZMAT/HAZMAT/HAZMAT/HAZMAT/HAZMAT/HAZMAT****Figure 204-10. Sample DD Form 836**

## HAZMAT EMERGENCY RESPONSE INFO

### EMERGENCY RESPONSE INFORMATION

Guide Numbers 112 And 114 from The U.S. Department of Transportation North American Emergency Response Guide Book (RSPA P 5800.7) are reproduced hereon. These guides are applicable to Hazard Class 1 Materials (Explosives).

Mark an X in the appropriate box

☐

USE GUIDE 112 FOR EXPLOSIVES  
(1.1), (1.2), (1.3), (1.5) or (1.6) CLASS A OR B

☐

USE GUIDE 114 FOR EXPLOSIVES:  
(1.4) CLASS C

For all other hazardous materials or substances, annotate appropriate Emergency Response Guide Book Guide Number in the block below, and attach a copy of the guide number page or pages.

#### GUIDE 112

##### POTENTIAL HAZARDS

##### FIRE OR EXPLOSION:

MAY EXPLODE AND THROW FRAGMENTS 1600 METERS (1 MILE) OR MORE IF FIRE REACHES CARGO.

##### HEALTH HAZARDS:

- Fire may produce irritating, corrosive and/or toxic gases.

##### PUBLIC SAFETY:

CALL CHEMTREC AT 1-800-424-9300.

- Isolate spill or leak area immediately for at least 500 meters (1/3 mile) in all directions. Move people out of line of sight of the scene and away from windows.
- Keep unauthorized personnel away and stay upwind.
- Ventilate closed spaces before entering.

##### PROTECTIVE CLOTHING:

- Wear positive pressure self-contained breathing apparatus (SCBA). Structural firefighters' protective clothing will only provide limited protection.

##### EVACUATION:

##### LARGE SPILL

- Consider initial evacuation for 800 meters (1/2 mile) in all directions.

##### FIRE

- If rail car or trailer is involved in a fire and heavily encased explosives such as bombs or artillery projectiles are suspected. ISOLATE for 1600 meters (1 mile) in all directions; also, initiate evacuation including emergency responders for 1600 meters (1 mile) in all directions.
- When heavily encased explosives are involved, evacuate the area for 800 meters (1/2 mile) in all directions.

##### EMERGENCY RESPONSE:

##### FIRE:

CARGO Fires: DO NOT FIGHT FIRE WHEN IT REACHES CARGO! CARGO MAY EXPLODE!

- Stop all traffic and clear the area for at least 1600 meters (1 mile) in all directions and let burn. Do not move cargo or vehicle if cargo has been exposed to heat.

##### TIRE or VEHICLE Fires:

- Use plenty of water - FLOOD it! If water is not available, use CO2, dry chemical or dirt. If possible, and WITHOUT RISK, use unmanned hose holders or monitor nozzles from maximum distance to prevent fire from spreading to cargo area.
- Pay special attention to tire fires as re-ignition may occur. Stand by with extinguisher ready.

##### SPILL OR LEAK:

- ELIMINATE all ignition sources (no smoking, flares, sparks or flames in immediate area).
- All equipment used when handling the product must be grounded.
- Do not touch or walk through spilled material
- DO NOT OPERATE RADIO TRANSMITTERS WITHIN 100 METERS (330 feet) OF ELECTRIC DETONATORS.
- DO NOT CLEAN UP OR DISPOSE OF, EXCEPT UNDER SUPERVISION OF A SPECIALIST.

##### FIRST AID:

- SEE GUIDE 114 FOR INSTRUCTIONS.

#### GUIDE 114

##### POTENTIAL HAZARDS

##### FIRE OR EXPLOSION:

- MAY EXPLODE AND THROW FRAGMENTS 500 METERS (1/3 MILE) OR MORE IF FIRE REACHES CARGO.

##### HEALTH HAZARD:

- Fire may produce irritating, corrosive and/or toxic gases.

##### PUBLIC SAFETY:

CALL Emergency Response Telephone Number on Shipping Paper first.

If Shipping Paper not available or no answer.

CALL CHEMTREC AT 1-800-424-9300.

- Isolate spill or leak area immediately for at least 100 meters (330 feet) in all directions.
- Move people out of line of sight of the scene and away from windows.
- Keep unauthorized personnel away and stay upwind.
- Ventilate closed spaces before entering.

##### PROTECTIVE CLOTHING:

- Wear positive pressure self-contained breathing apparatus (SCBA). Structural firefighters' protective clothing will only provide limited protection.

##### EVACUATION:

##### LARGE SPILL

- Consider initial evacuation for 250 meters (800 feet) in all directions.

##### FIRE

- If rail car or trailer is involved in a fire, ISOLATE for 500 meters (1/3 mile) in all directions; also, initiate evacuation including emergency responders for 500 meters (1/2 mile) in all directions.

CARGO Fires: DO NOT FIGHT FIRE WHEN IT REACHES CARGO! CARGO MAY EXPLODE!

- Stop all traffic and clear the area for at least 500 meters (1/3 mile) in all directions and let burn. Do not move cargo or vehicle if cargo has been exposed to heat.

##### TIRE or VEHICLE Fires:

- Use plenty of water - FLOOD it! If water is not available, use CO2, dry chemical or dirt. If possible, and WITHOUT RISK, use unmanned hose holders or monitor nozzles from maximum distance to prevent fire from spreading to cargo area.
- Pay special attention to tire fires as re-ignition may occur. Stand by with extinguisher ready.

##### SPILL OR LEAK:

- ELIMINATE all ignition sources (no smoking, flares, sparks or flames in immediate area).
- All equipment used when handling the product must be grounded.
- Do not touch or walk through spilled material.
- DO NOT OPERATE RADIO TRANSMITTERS WITHIN 100 METERS (330 feet) OF ELECTRIC DETONATORS.
- DO NOT CLEAN UP OR DISPOSE OF, EXCEPT UNDER SUPERVISION OF A SPECIALIST

##### FIRST AID:

- Move victim to fresh air. Call emergency medical care.
- Apply CPR if victim is not breathing.
- Administer oxygen if necessary.
- Remove and isolate contaminated clothing and shoes.
- Flush skin or eyes with running water for at least 20 minutes.
- Ensure that medical personnel are aware of the materials involved, and take precautions to protect themselves.

##### SUPPLEMENTAL INFORMATION:

Packages bearing the 1.4S label contain explosive substances or articles that are designed or packaged in such a manner that when involved in a fire, may burn vigorously with localized detonations and projection of fragments.

Effects are usually confined to immediate vicinity of packages

If fire threatens cargo area containing packages bearing the 1.4S label, consider initial isolation of a least 15 meters (50 feet) in all directions. Fight fire with normal precaution form a distance.

DD FORM 836 (BACK), MAY 2000

**Figure 204-10. Sample DD Form 836 (back)**

# HAZMAT INST//HAZMAT INST//HAZMAT INST//HAZMAT INST

INSTRUCTIONS FOR COMPLETING DD FORM 836 DANGEROUS GOODS SHIPPING PAPER/DECLARATION AND EMERGENCY RESPONSE INFORMATION FOR HAZARDOUS MATERIALS TRANSPORTED BY GOVERNMENT VEHICLES/CONTAINERS OR VESSEL	
<p><b>GENERAL</b></p> <p>DD Form 836 shall be completed by a qualified* individual from a transportation office, unit or other organization offering hazardous material (HAZMAT) for transportation in areas accessible to the general public.</p> <p>*An individual is considered qualified to complete and sign (certify) DD Form 836, only after having satisfactorily completed either a DOD authorized HAZMAT Course from one of the DOD-approved schools listed in the Defense Transportation Regulation (DTR) or technical specialist training in accordance with DTR, Chapter 204, Para (D). This person shall be appointed in writing by the activity or unit commander, to include scope of authority.</p> <p>Item 1. Fill in the nomenclature, model number, TCN and bumper number/serial number of the vehicle/container. For containers carrying sensitive or classified items, the container security seal is required.</p> <p>Item 2. Enter the shipper's address and telephone number of the HAZMAT origination. Telephone number is for NOTIFICATION PURPOSES ONLY. Emergency assistance shall be obtained from the appropriate 24 HOUR EMERGENCY ASSISTANCE TELEPHONE NUMBER(s) in Item 11c. on the first page of this form.</p> <p>Item 3. Enter the place/date the HAZMAT was certified (e.g., C, Company 66 Armor Motor Pool, Fort Myer, VA 1 Sep 2000).</p> <p>Item 4. Enter the date the HAZMAT will move.</p> <p>Item 5. Enter the page number and total number of pages of this form for the vehicle/container carrying the HAZMAT. Example: "Page 1 of 4 Pages. If there are no continuation sheets, annotate "Page 1 of 1".</p> <p>Item 6a. Enter the proper shipping name of the HAZMAT and if applicable include the technical name. (Enter additional information as required by 49 CFR, 172.203- Example: RQ, Inhalation Hazard or by the IMDG Code General Introduction 9.3 – Example: Flashpoint.)</p> <p>Item 6b. Enter the Hazard class/division and, if applicable, the Compatibility Group.</p> <p>Item 6c. Enter the identification numbers (e.g., NA, UN). The letters "UN" or "NA" must be noted. "NA may not be used for OCONUS.</p> <p>Item 6d. Enter the packing group (e.g., I, II, or III) of the HAZMAT.</p> <p>Item 6e. Enter the total number of packages/items.</p> <p>Item 6f. Enter the type of packaging (e.g., container box, drum, pallet), the HAZMAT is packed in.</p> <p>Item 6g. Enter the total net quantity for non-explosive material in metric measure. U.S. measure may be added in parentheses underneath the metric measure. For vessel shipments, add the total gross mass in metric measure.</p> <p>Item 6h. Enter total Net Explosive Weight (NEW) in kilograms for ammunition/explosive (Class 1 items). NEW information is found in the joint Hazard Classification System (JHCS) in the entry for the NEW (Transportation Quantity). Example: 27.231 kg. NEW</p>	<p>Item 7. To be completed by Port Personnel. Enter the name of Port the HAZMAT is being discharged (e.g., Port of Damman, Saudi Arabia) for OCONUS only.</p> <p>Item 8. To be completed by Port Personnel. Enter the name of the ship used (e.g., USS Watson) and voyage number for OCONUS only.</p> <p>Item 9. Enter the six digit Department of Defense Activity Address codes (DODAAC) and/or the clear geographical location of the ultimate receiver or consignee of the HAZMAT shipment. If this is a unit move, the unit name will be the same as that for Item 2.) Additional information if needed can be annotated in Item 10 or the continuation of Item 10.</p> <p>Item 10. Additional handling instructions/information.</p> <p>Item 11. Self-explanatory.</p> <p>NOTE: For Radioactive Material shipment only: Cross out the non-applicable numbers (e. g. Army shipments – cross out all but Army's radioactive response number.)</p> <p>Item 12. To be completed by person responsible for packing the vehicle or container. Certifying person must type or print name legibly in 12a. and must sign in writing (longhand) in 12b.</p> <p>Item 13. Certifying person must type or print name legibly in 13a. and must sign in writing (longhand) in 13b. 13c – self-explanatory.</p> <p>Item 14. For CONUS movements: (X) 49 CFR</p> <p>For OCONUS movements: (X) 49 CFR and (X) IMDG</p> <p>NOTES:</p> <p>1. Units returning from firing range must have a certified or qualified person to ensure that all HAZMAT is properly repackaged and secured (i.e., braced, blocked, and tied down) prior to being transported back to base. See exception below.</p> <p>2. Completion of a new DD form 836 is not required. Original DD Form 836 may be used provided that:</p> <p>a. Change Item 3. (Date Prepared) and Item 4. (Date of Travel) as needed.</p> <p>b. Change Item 6. (Cargo):</p> <p>(i) HAZMAT used shall be deleted from form by crossing out or lining through.</p> <p>(ii) HAZMAT which remains, but is in different quantities shall have the correct amounts entered in the appropriate sections(s).</p> <p>EXCEPTION:</p> <p>c. Change item 13b.:</p> <p>(i) A qualified individual (if available) shall sign in writing (longhand). If a qualified individual is not available, then the Officer-In-Charge (OIC) or Non-Commissioned Officer-In-Charge (NCOIC) shall sign in writing (longhand) to verify that the above procedures have been performed for the return trip to base.</p> <p>(iii) Cross out original signature if different certifier will be used.</p>

DD FORM 836 INSTRUCTIONS, MAY 2000

PREVIOUS EDITION IS OBSOLETE.

## HAZMAT INST//HAZMAT INST//HAZMAT INST//HAZMAT INST

**Figure 204-10. Sample DD Form 836 (Instructions) (Cont'd)**

# HAZMAT//HAZMAT//HAZMAT//HAZMAT//HAZMAT//HAZMAT

1a. NOMENCLATURE: b. MODEL NO.:		c. CONTAINER SEAL NO. d. SERIAL NO.:		e. TCN NUMBER: f. BUMPER NO.			
DANGEROUS GOODS SHIPPING PAPER/DECLARATION AND EMERGENCY RESPONSE INFORMATION FOR HAZARDOUS MATERIALS TRANSPORTED BY GOVERNMENT VEHICLES/CONTAINERS OR VESSEL							
2. SHIPPER/ADDRESS/TELEPHONE NO.		3. LOCATION AND DATE SHIPMENT PREPARED		4. DATE OF TRAVEL		5. PAGE 1 OF _____ PAGES	
6. CARGO (To be completed by the unit or shipper HAZMAT Transportation Office (TO))							
PROPER SHIPPING NAME (PSN) a.	HAZARD CLASS/ DIVISION b.	UN/ID NUMBER c.	PACKNG GROUP d.	PACKAGES		NET TOTAL QUANTITY & GROSS WT. (kg) g.	TOTAL AMMO (NEW) h.
				NUMBER e.	KIND f.		
10. REMARKS (Continuation)							

DD FORM 836, MAY 2000

PREVIOUS EDITION IS OBSOLETE.

# HAZMAT//HAZMAT//HAZMAT//HAZMAT//HAZMAT//HAZMAT

Figure 204-10. Sample DD Form 836C (Cont'd)

## Container Packing Certificate or Vehicle Packing Declaration

Person responsible for packing the vehicle or container should complete the checklist. Cross out “vehicle” or “container.” After completion, sign the certification.

It is hereby declared that the undersigned has visually inspected container/vehicle number

(Container/Vehicle Number) and certifies that:

\_\_\_\_\_ The container/vehicle was clear, dry, and apparently fit to receive the goods.

\_\_\_\_\_ If the consignment includes goods of Class 1 (except Division 1.4), the container/vehicle is structurally serviceable in conformity with Section 12 of the introduction to Class 1 of the IMDG code.

\_\_\_\_\_ No incompatible goods have been packed into the container/vehicle, unless approved by the competent authority concerned in accordance with 12.2.1.

\_\_\_\_\_ All packages have been externally inspected for damage, and only sound packages have been packed.

\_\_\_\_\_ All packages have been properly packed and secured in the container/vehicle.

\_\_\_\_\_ If container/vehicle is a bulk container, dangerous goods cargo has been evenly distributed.

\_\_\_\_\_ The container/vehicle and packages therein are properly marked, labeled, and placarded.

\_\_\_\_\_ When solid carbon dioxide (dry ice) is used for cooling purposes, the container/vehicle is externally marked or labeled in a conspicuous place at the door and, with the words: “DANGEROUS CO<sub>2</sub> - GAS (Dry Ice) INSIDE.

VENTILATE THOROUGHLY BEFORE ENTERING.”

\_\_\_\_\_ The dangerous goods declaration required in subsection 9.4 of the General Introduction to the IMDG code has been received for each dangerous goods consignment packed in the container/vehicle.

Name/Status, Company/Organization of Signatory:

\_\_\_\_\_

Place and Date:

\_\_\_\_\_

**Figure 204-11. Sample Container Packing Certificate or Vehicle Packing Declaration**



## **CHAPTER 205**

### **MOVEMENT OF SECRET, CONFIDENTIAL, CCI, AND SENSITIVE MATERIAL**

#### **A. GENERAL**

1. This chapter implements the policies of DOD 5100.76-M for transportation of sensitive conventional AA&E; DOD 5200.1-R for classified shipments; and National Security Agency Communication Security Manual for CCI shipments. It establishes procedures and responsibilities applicable to worldwide shipments requiring Transportation Protective Service (TPS). Nothing herein is to be construed to prohibit transportation security responsibilities and procedures as established by the CINCs. Department of Energy (DOE) funded shipments are not included in this chapter. For DOE information, call (505) 844-7269 or DSN 244-7269.

2. The following are types of classified and sensitive shipments:

- a. DOD-funded.
- b. Made under the DOD FMS or Grant Aid program.
- c. Made by a contractor or subcontractor.
- d. Funded by other government agencies participating in the DOD industrial security program.

3. TPS guidelines set forth in this chapter are the minimum requirements applicable to the movement of sensitive and classified material, including demilitarized and retrograde cargo. TPS guidelines accomplish the following:

- a. Prescribe procedures for insuring adequate protection of material requiring TPS and for minimizing freight loss and damage caused by negligence or unauthorized or illegal acts.
- b. Establish procedures to maintain shipment accountability.
- c. Provide a means for corrective or compliance action.

#### **B. POLICIES**

1. Shipments of unclassified, non-sensitive material may be combined with material requiring TPS if the required TPS is applied to the entire shipment.

2. Trailers containing material requiring TPS must always be connected to tractors during shipment except when stopped at a:

- a. DOD activity for loading or unloading.
- b. Carrier terminal for servicing.

- c. Carrier-designated point where the driver or qualified carrier representative maintains continuous surveillance over the shipment while disconnected.
- d. State or local safe haven location that meets terminal security standards.
- e. DOD safe haven or refuge location in emergencies.

### **C. RESPONSIBILITIES**

1. TCCs or the overseas theater CINC will:
  - a. Develop, administer, and maintain transportation security procedures for TPS.
  - b. Provide transportation security advice and assistance to TOs and carriers.
  - c. Monitor carrier compliance with TPS requirements.
  - d. Investigate transportation security incidents and accidents within assigned geographical areas of responsibility.
2. DOD Components will ensure that shipping activities comply with DOD transportation security procedures for shipments requiring TPS.
3. The TO will:
  - a. Ensure all personnel who accept, handle, package or ship classified material have a security clearance equal to or greater than the material being handled.
  - b. Ensure shipments of TOP SECRET material are routed by the DCS in accordance with DODD 5200.33, Defense Courier Service.
  - c. Using Figure 205-1, determine risk and requirements for protection of inert and training ordnance and sensitive non-ordnance assets.
  - d. Ensure shipments requiring TPS be released to approved carriers that provide the appropriate level of service.
  - e. For air, instruct the carrier to load TPS shipment to preclude access by passengers and crew while in flight.
  - f. Request routing instructions from TCC or theater CINC for all export and import TPS shipments.
  - g. Forward AA&E shipments under appropriate measures prescribed in Figure 205-2.
  - h. Release classified shipments as follows:
    - (1) SECRET shipments must be tendered to cleared carriers that provide Protective Security Service (PSS) prescribed in Figure 205-1. When a cleared carrier is not available,

shipments may be made by an approved carrier that is not cleared, provided shipment is in the custody of escorts of couriers cleared for SECRET.

(2) CONFIDENTIAL shipments must be tendered to carriers that provide DOD Constant Surveillance Service (CIS). As an alternative, appropriately cleared escorts may be used.

(3) The GSA Small Package Air Express contractor is approved to transport SECRET and CONFIDENTIAL packages. See Paragraph T of this chapter for further discussion.

i. Confirm current SECRET clearance of drivers prior to releasing SECRET shipments or status of National Agency Check (NAC) investigation for shipments requiring DDN. Current clearance status may be obtained from the Defense Security Service (DSS) Operations Center, Columbus Ohio, (614) 692-3196 or DSN 850-2265 or 1 (888) 282-7682. Confirmation of NAC information for DDN shipments may be obtained from MTMC at (703) 428-2315/3248 or DSN 328-2315/3248. The driver is required to be in possession of a letter at all times.

j. Ensure motor vehicle is equipped with an operational communication system capable of obtaining emergency assistance.

k. Secure package material requiring TPS in accordance with appropriate packaging regulations.

l. Mark and label TPS material in accordance with MIL STD 129. Marking and labeling information can be found at the following Web site [http://astimage.daps.dla.mil/docimages/0000\63\00\STD\\_129N.PD0](http://astimage.daps.dla.mil/docimages/0000\63\00\STD_129N.PD0). Restrictions on marking are found in Paragraph I.

m. Before releasing a shipment requiring TPS (except those requiring PSS), ensure the driver possesses valid operators license; medical examiner's certificate; employee record card or similar document with the driver's photograph; a route plan, as prescribed by CFR Title 49; and certification of Hazard Class/Division 1.1, 1.2, or 1.3 explosives safety training, if applicable. The TO must be able to verify a driver's affiliation with the carrier named on the bill of lading.

n. Prepare a REPSHIP message in accordance with Figure 204-2 or 204-3, as applicable.

o. Enter AA&E shipments moving under Satellite Motor Surveillance Service (SNS) in the Defense Transportation Tracking System (DTTS) by calling 1 (800) 826-0794, before carrier is released.

p. Provide the same degree of TPS for the motor segment of intermodal shipments (such as motor-air taxi-motor) as that required for direct motor movement.

q. Route Security Risk Category (SRC) I and II material via a single carrier providing door-to-door service.

r. Ensure BL is annotated with DTTS instructions as applicable (i.e., it is the TO's responsibility to report to DTTS and the origin TO if a shipment is not received within 24 hours of ETA and to input SRC I shipments into DTTS when received).

4. Destination TO will notify the origin TO and DTTS, 1 (800) 826-0794, when an AA&E shipment moving under SNS is not received within 24 hours of the ETA or when a carrier cannot give a reasonable explanation for delay.

5. Procedures in the National Industrial Security Program Manual will be used for the transportation of SECRET material by commercial carriers. For information on commercial carrier employee clearances, contact DSS at DSS Operations Center, P.O. Box 2499, Columbus OH 43216; telephone: (614) 692-3196 or DSN 850-2265 or 1 (888) 282-7682. Contact regional DSS offices on matters pertaining to granting, denying, suspending, revoking, or terminating SECRET facility security clearance and DOD Transportation Security Agreement.

#### **D. RISK CATEGORY DETERMINATION**

Determine risk categories for specific sensitive material items by using the following guidance or contact phone numbers:

1. For Army-Sponsored Shipments: Army Master Data File (AMDF) or AR 190-11, Physical Security of Arms, Ammunition, and Explosives. POC telephone numbers for Operations Support Command (OSC)-managed material are Commercial (309) 782-6805 or DSN 793-6805. POC telephone numbers for Missile Command (MICOM)-managed material are Commercial (205) 842-8034/876-4812 or DSN 788-8034/746-4812.

2. For Navy or Marine Corps-Sponsored Shipments: SW020-AC-SAF-010. POC telephone number for the Naval Ordnance Safety and Security Activity are Commercial (301) 744-6055/6 (ext 109 and 110) or DSN 354-6055/6.

3. For Air Force or DLA Sponsored Shipments: DOD 5100.76-M.

4. Risk Assessment:

a. Definition. Risk assessment as used in this chapter is a means to determine the risk and requirements for protection of inert and training ordnance, and sensitive non-ordnance assets that do not require a TPS under Table 205-1 or 205-2. The TPSs prescribed in this table are not mandatory but are recommended for consideration by service and agency item managers, shippers, and supporting contractors subscribing to the standards of the DTR. These recommendations pertain to normal peacetime shipments. During periods of heightened threat, additional security measures may be required to provide adequate in-transit protection.

(1) Ordnance is defined as explosives, chemicals, pyrotechnic and similar stores; e.g., bombs, guns and ammunition, flares, smoke, napalm (Joint Publication 1-02, DOD Dictionary of Military and Associated Terms).

(2) Inert ordnance is defined as an ordnance asset that is not operationally usable in combat for various reasons. An inert ordnance asset never has an operational warhead.

(3) Training ordnance is an inert ordnance that has a training use.

(4) Sensitive non-ordnance items are those that do not have minimum protection specified in existing regulations but may be sensitive for transportation via commercial carriers.

b. Purpose. Protection of DOD assets in transportation must be based on a realistic assessment of the associated risks. The goal is to prevent loss, theft, vandalism, or damage in transit. Performing risk analysis allows the user to prioritize assets so that transportation protection can be applied in the most efficient and cost effective manner possible.

c. Asset Categories. DOD asset types described herein and potentially at risk include:

(1) Inert and Training Ordnance.

(2) Sensitive non-ordnance assets.

d. Components of risk. Risk is composed of the factors of asset value, likelihood of aggressor activity, and likelihood of adverse public reaction if an accident or incident occurs in transportation.

(1) Asset value. The value or importance of the asset to the user and the service, agency or DOD. The risk level increases with increasing asset value in the risk analysis model.

(2) Likelihood of aggressor attack. The attractiveness of the asset to various aggressors.

(a) Likelihood includes consideration of the following vulnerabilities:

1 Motor transport: The asset is being transported in open commerce with the first line of defense consisting of state or local law enforcement in event of an accident or incident.

2 Air transport: The asset is subject to motor vehicle pickup and delivery and aircraft transit through commercial airports.

3 Rail transport: The asset is in a rail car or container on a flatcar moving in open commerce.

(b) Likelihood also considers the types of aggressors who may attack military shipments for various reasons:

1 Vandals: Small groups or individuals (usually juveniles) who deface or damage military property in shipment for various reasons.

2 Criminals: Includes unskilled or semi-skilled criminals who attack military shipments in transit to acquire the cargo. Experience has shown they have basic tools available to open containers and vehicles, including bolt cutters, pry bars, and hacksaws. History

has also shown that most military shipments are attacked as targets of opportunity, and they have not traditionally been victims of extensive planning and plotting for attack.

3 Terrorists: Includes domestic militia groups, as well as international groups, that may use military assets such as weapons systems or components for their own ends.

4 Intelligence Agents: Includes agents attempting to exploit weapons systems capabilities and other technologies in behalf of developed or third world countries.

(3) Adverse public response. The potential for adverse public response arises when the public may view (rightfully or not) that their safety is threatened by compromise of the asset.

e. Risk Category Determination. The Risk Assessment Table in Figure 205-1 may be used to evaluate the risk and associated TPS for inert and training ordnance and sensitive non-ordnance assets that do not require protection under Figure 205-2. The following publications and points of contact should be consulted to determine whether assets have already been assigned SRCs for transportation:

(1) For Army-sponsored shipments: AMDF or AR 190-11. POC telephone numbers for OSC-managed material are (309) 782-6805 or DSN 793-6805. POC telephone numbers for AMCOM-managed materials are Commercial (205) 842-8034/876-4812 or DSN 788-8034/746-4812.

(2) For Navy or Marine Corps-sponsored shipments: SW020-AC-SAF-010. POC telephone number for the Naval Ordnance Safety and Security Activity is (301) 744-6055/6 or DSN 354-6055/6.

(3) For Air Force- or DLA-sponsored shipments: DOD 5100.76-M.

f. Risk analysis procedure. The following procedure will be applied to determine the appropriate TPS for inert and training ordnance and sensitive non-ordnance assets being considered for protection (include those under development and production, as well as those in the existing supply system):

(1) STEP 1: Try to match the shipment with the asset category in the Risk Assessment Table. If an item does not clearly fall within an identified asset category, find the closest match when considering category, value, likely aggressors, and public concern.

(2) STEP 2: Determine the appropriate TPS (if any) in the table. If an item(s) to be shipped falls in more than one asset category, select the most stringent applicable TPS.

Example: A shipment for motor transportation contains inert ordnance, more than 100 lbs, and it is also a high dollar item. The most stringent applicable TPS is CIS because of its high dollar value. Therefore, consider using CIS for this shipment.

## **E. TPS DETERMINATION**

Material requiring TPS must be shipped in accordance with minimum security standards prescribed in Figure 205-2 or 205-4.

## **F. SMALL SHIPMENTS OF AA&E**

1. For purposes of this section, a small shipment of AA&E is defined as weighing 200 lbs or less, or a shipment of arms consisting of 15 weapons or less. Shipment splitting should be considered for arms shipments to allow use of U.S. Postal Service (USPS) registered mail.

2. If selected mode is LTL, shipments (except weapons) must be over-packed to a minimum of 200 lbs.

3. Motor shipments placed in a closed, locked vehicle or locked containers, such as a dromedary or similar equipment, do not require over-packing.

4. Small shipments of unclassified, Category III, IV, and Uncategorized Class/Division 1.1, 1.2, and 1.3 explosives may be shipped using DOD CIS in an approved, locked container such as a dromedary, MILVAN, SEAVAN, trailer, or closed equipment.

5. USPS registered mail and return receipt requested shipments are acceptable alternatives to commercial transportation for arms (including Categories II, III, and IV) and missile components (excluding ammunition and explosives). These shipments may be sent within CONUS when package size and weight meet USPS requirements.

6. For air shipments, each carrier will specify weight limitations and procedures for shipping munitions or other HAZMAT (see Chapter 204).

## **G. SEALING OF MOTOR CONVEYANCES**

1. Shippers will apply DOD-approved seals on motor shipments of material requiring TPS when use is prescribed in Figure 205-1 or 205-2. An express air carriers' motor vehicle transporting shipments on local pickup or delivery service must be locked but is not required to be sealed. Seal application by the shipper does not constitute a request for exclusive use of vehicle. See Paragraph H when exclusive use of vehicle is required.

2. The carrier may remove the shipper seal in an emergency or at stop-off points, including carrier terminals, and replace it with an equivalent seal. When the seal is replaced, the carrier must use a DOD-approved seal (see Paragraph H) and annotate the new seal number on the BL (see Paragraph G.4).

3. The TO may remove shipper seals at stop-off points or for emergency purposes and replace with seals meeting requirements of Paragraph H.

4. When a seal is replaced by a carrier or TO for any reason, the following information must be entered on the BL:

- a. Replacement seal number.

- b. Date and time replacement seal applied.
- c. Reason for replacement.

## **H. SEALS FOR EXCLUSIVE USE**

1. When exclusive use of a closed and locked compartment or vehicle is required for movement of material requiring TPS, a serially-numbered cable seal lock NSN 5340-00-084-1570, bolt seal (NSN 5340-01-260-9935), or other DOD-approved seal on carload or truckload shipments must be applied. Figure 205-5 contains information on approved cargo security seals. Contact Commanding Officer, Naval Facilities Engineering Service Center, Attn: Lock and Seal Program, 1100 23rd Ave, Code 66, Port Hueneme CA 93043-4370, for seal information. In an emergency when seal is replaced, the TO must notify the consignor and consignee.

- 2. Annotate seal numbers in bill of lading.

## **I. PACKAGE MARKINGS**

1. Detailed procedures for applying shipment markings are specified in MIL-STD-129, see Web site [http://astimage.daps.dla.mil/docimages/0000\63\00\STD\\_129N.PD0](http://astimage.daps.dla.mil/docimages/0000\63\00\STD_129N.PD0).

2. Do not mark exterior containers to indicate the security classification or TPS required. However, when a shipment goes by military airlift, DD Form 1387-2 (Special Handling Data/Certification) must show the TPS required.

3. When shipping material that is both classified and hazardous, the shipper prepares and distributes Shipper's Declaration for Dangerous Goods. When any of the entries are classified, the shipper completes one copy of the Shipper's Declaration for Dangerous Goods, including essential classified data. The shipper must:

- a. Complete the signed original in detail, including essential classified data, and attach to the aircraft commander's copy of the manifest that is placed on the aircraft. Once the classified information is applied, the Shipper's Declaration for Dangerous Goods must carry the same classification as the highest classification of the entered information. This classification is valid until the classified Shipper's Declaration for Dangerous Goods is detached and handled according to applicable security regulations.

- b. Complete the station file copy in detail except for the classified information. Enter the following statement in Additional Handling Information: "See aircraft commander's copy of Shipper's Declaration for Dangerous Goods for complete information."

- c. Place one certification form without classified information in a waterproof envelope and attach to number one piece of the shipment.

4. When shipping material that is both classified and hazardous and none of the entries are classified, prepare and distribute the DD Form 1387-2 in the same manner as for unclassified HAZMAT. When any of the entries are classified, complete one copy of the DD Form 1387-2, including essential classified data. Instructions for completing the DD Form 1387-2 and the distribution for this form for classified shipments are located in Figure 205-7.



5. When shipments require TPS but do not contain HAZMAT, enter the degree of protection required (e.g., “Constant Surveillance Service”) in the supplemental information block of the DD Form 1387-2. Also enter the weight of the shipment, TCN, and destination DODAAC/MAPAC. Attach one copy of the DD Form 1387-2 to each container and forward three additional copies to the originating air terminal in a waterproof envelope. Attach one copy to the number one container.

#### **J. REQUEST FOR ROUTING**

When requesting route orders from TCC or theater CINC, in addition to information required by Chapter 202, TOs must also provide the identity of materials and risk categories.

#### **K. BL**

When classified or sensitive ammunition or explosives are shipped by motor carrier, and the optional service of SEV is used, personnel performing the service will be provided with a duplicate copy of shipping papers and instructed to keep these papers in their custody.

#### **L. REPSHIP**

Shippers of TPS material will forward a REPSHIP to the consignee. Shippers shall notify the designated receiver no later than 2 hours after a shipment’s departure. Such notification will be by telephone, fax, or other immediate electronic means (i.e., DTTS). All receivers shall establish and maintain suspense lists to ensure timely receipt of the material.

#### **M. UNIT MOVES**

1. When commercial carriers are used to transport sensitive weapons and ammunition of the same caliber, they will not be combined in the same package or on the same pallet unless the shipment consists of only one pallet.

2. When TPS material is being transported by MOV, the requesting unit or motor transport will provide protection equivalent to that required for movement by commercial carriers, as specified in DOD Component regulations.

3. Uncategorized (UNCAT) hazard class/division 1.1, 1.2, and 1.3 ammunition and explosives will be provided TPS in accordance with Figure 205-2.

#### **N. TARPAULIN REQUIREMENTS**

1. When specifically required by the DOD activity, using a flat bed trailer, flat-rack container, or similar open equipment to transport AA&E, the load must be completely covered by tarpaulin. The requirement for use of a tarpaulin will be annotated on the bill of lading.

2. The tarpaulin used must be fire- and water-resistant and be securely fastened by the carrier to the trailer to protect the load.

#### **O. TPS REQUIREMENTS AND STANDARDS**

(The table located at Figure 205-8 provides the conversion from three-digit ANSI codes to two-digit DOD codes).

1. DOD Constant Surveillance Service (CIS). CIS requires constant surveillance of a shipment by a qualified carrier representative. CIS is required for CONFIDENTIAL shipments and for small quantity movements of Security Risk Categories (CATs) III and IV and UNCAT Divisions 1.1, 1.2, and 1.3 AA&E.

a. For motor shipments, carriers providing CIS must:

(1) Maintain a DD Form 1907 (Signature and Tally Record) or equivalent carrier-furnished signature and tally record. Figure 205-5 contains a sample completed DD Form 1907.

(2) During brief stops, ensure a qualified carrier or terminal representative remains with the vehicle, is awake and not in a sleeper berth, or remains within 100 feet of the vehicle with the vehicle in full, unobstructed view.

(3) During lengthy stops, ensure the vehicle is parked only at a carrier terminal, a state or local-approved commercial safe haven under CFR Title 49, or during emergencies, in a DOD-safe haven or refuge location. When a vehicle is parked in a carrier terminal or at a commercial safe haven, a qualified carrier or terminal representative must keep the shipment in full view and stay within 100 feet of the vehicle or shipment at all times, or the shipment must be secured in a fenced and lighted area under the general observation of a qualified carrier (or terminal) representative at all times. As an alternative, the material may be placed in a security cage in accordance with Figure 205-6.

(4) When motor transport service is also provided in connection with air, rail, or water shipments, CIS procedures will apply for the motor segment of the move.

b. For air shipments, carriers providing CIS must:

(1) Maintain a DD Form 1907 or equivalent carrier-furnished signature and tally record.

(2) For parked aircraft with TPS material on board, ensure aircraft is parked within the confines of a commercial airport that has access control under FAA rules and guidelines or on a military installation or DOD contractor location. If the aircraft is parked anywhere else, or if the classified/sensitive cargo is removed from the aircraft or awaiting loading or unloading, the shipment must be under required degree of observation by employees of the airline transporting it as required by the terminal standards for PSS or CIS. As an alternative to observation, the shipment may be placed in an appropriate security cage in accordance with Figure 205-6.

(3) Observation of the shipment is not required during the period it is stored in an aircraft or on a ship in connection with flight or sea transit, provided the shipment is loaded into an appropriately secured, approved container. Observation is required during loading and unloading operation and at any intermediate stops along the flight or sea route.

2. Dual Driver Protective Service (DDP). DDP requires continuous attendance and surveillance of a shipment, and classified ordnance material, by two qualified drivers. DDP is required for CAT III and IV and UNCAT AA&E shipments. Carrier drivers providing DDP must:

- a. Maintain a DD Form 1907, or equivalent, carrier-furnished signature and tally record.
- b. Meet the TPS requirements specified in Paragraph A.3.
- c. Ensure at least one driver remains in the cab of the vehicle, or remains within 25 feet of the vehicle, during brief stops, provided the vehicle is within full, unobstructed view.
- d. Ensure during lengthy stops that the vehicle is parked only at a carrier terminal, a state or local approved commercial safe haven under CFR Title 49, or during emergencies, in a DOD safe haven or refuge location. When a vehicle is parked in a carrier terminal or at a state or commercial safe haven, a qualified carrier or terminal representative must keep the shipment in view and stay within 25 feet of the vehicle or shipment at all times, or the shipment must be secured in a fenced and lighted area under the general observation of a qualified carrier or terminal representative at all times. As an alternative the material may be placed in a security cage in accordance with Figure 205-6.

3. Dual Driver with National Agency Check (DDN). DDN has the same requirements as DDP with the addition that the drivers must have undergone a DOD NAC for trustworthiness. DDN is required for CATs I and II AA&E shipments (see Paragraph C.3.g for additional requirements).

4. Motor Surveillance Service (MNS/MVS). MNS/MVS is an optional TPS that requires the carrier to provide telephonic vehicle location reports at time intervals specified on the bill of lading.

5. Protective Security Service (PSS). PSS is used for SECRET shipments and must be provided by a DIS cleared carrier qualified by MTMC to transport SECRET shipments. Cleared and qualified carriers furnishing PSS must:

- a. Provide continuous attendance and surveillance of the shipment by qualified carrier representatives.
- b. Maintain a DD Form 1907 or equivalent carrier-furnished signature and tally record.
- c. Use dual drivers who are SECRET-cleared under the DOD Industrial Security Program.
- d. If time or distance does not permit delivery during the same day of pickup, comply with the following procedures:

(1) If the shipment remains in the transportation conveyance, at least one qualified carrier representative will maintain continuous attendance and surveillance of the shipment to prevent access by unauthorized persons. An exception to this policy is for air shipments. Continuous observation is not required while the aircraft is in flight provided the shipment is in a compartment that is inaccessible to unauthorized persons or is in a secure, sealed, safe-like container.

(2) When a shipment is unloaded from a conveyance at a storage site, it must be under the constant attendance and surveillance of a qualified carrier representative or placed in storage in a closed area, vault, or strong room approved by the DSS. Construction standards for closed areas, vaults, and strong rooms are contained in DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information.

6. Security Escort Vehicle Service (SEV). SEV is an optional TPS that requires two unarmed drivers in an escort trail vehicle to maintain constant surveillance over a freight vehicle.

a. The BL will be used to provide emergency response instructions to the cargo and SEV vehicle drivers. DD Form 836 will be used to instruct MOV drivers.

b. The carrier will furnish escort vehicles for commercial shipments. Military escorts may be used for movement by MOV.

c. Escort vehicles will contain a mobile communications unit capable of being used to contact local agencies to obtain emergency assistance and maintain local two-way communications.

d. Escort vehicle drivers must meet the same identification and security clearance requirements as for freight vehicle drivers (see Paragraph C.3.g).

e. Escort vehicle may be an unmarked, inconspicuous automobile or van, or a freight vehicle such as a tractor, tractor-trailer, or straight bed truck.

f. If a carrier elects to use any type of freight vehicle as an escort vehicle, the origin TO will ensure that the vehicle, plus any dromedary containers, is empty, sealed, and locked. Upon arrival, the destination TO will verify that the seals are intact to determine if unauthorized stops were made en route to load or unload freight. If an unauthorized stop was made, the destination TO will submit a report in compliance with Chapter 207. In event of emergency, the escort vehicle may be used to move the freight (or the trailer containing the freight) to a DOD safe haven or other location when directed by the DTTS, law enforcement officials, emergency officials, or a DOD TO.

7. Satellite Motor Surveillance Service (SNS). SNS is used for CAT I through IV and, at service HQ's direction, UNCAT AA&E movements. It may also be applied to other sensitive and classified shipments as requested by the shipper. The purpose of SNS is for the carrier to provide the DTTS with periodic position location reports, in-transit status changes, and electronic emergency situation notification.

8. Signature and Tally Record Service (675). 675 is not a TPS but requires use of a DD Form 1907 or equivalent, carrier-furnished form to provide for the tracing of a shipment moving under a TPS or other shipments, such as pilferable or high-value shipments.

a. 675 meets the standards of the National Security Agency Central Security Service for transportation of CCI.

b. Carriers offering electronic tracing of shipments equivalent to the DD Form 1907 must meet 675 requirements without the need to provide paper Signature and Tally (ST) records. However, the consignee may request a paper-copy record of the tracing history that must be made available by the carrier within 24 hours of the request.

c. DD Form 1907 Distribution:

(1) Original to origin carrier to accompany shipment to final destination.

(2) A copy to origin carrier to accompany shipment for delivery to consignee. The consignee is not required to return a copy to the shipper.

(3) A copy to origin carrier to accompany shipment for retention by destination carrier.

(4) A copy for retention by shipper.

d. On receipt of TPS material, TOs should compare DD Form 1907 or carrier-furnished signature and tally record with routing furnished in the REPSHIP and report any discrepancy noted according to provisions of Chapter 210.

e. After receipt of shipment and completion of DD Form 1907 or a company form, the TO will furnish the delivery carrier with the original form to attach to the original bill of lading for forwarding to the appropriate finance office for payment.

9. Military Traffic Expediting Service (MTX). MTX is a rail car tracking service provided by MTMC/DSC to keep MTMC informed of the status and location of rail cars during movement from origin to destination. The AAR is linked to all railroads transporting DOD shipments through the TRAIN II automated tracking system.

10. Rail Armed Guard Surveillance Service (ARG). ARG is a TPS that provides one armed guard to maintain constant and specific 24-hour surveillance on specified rail car(s). As an alternative, guard(s) may escort the rail movement in a separate motor vehicle, providing surveillance is maintained.

a. Surveillance will be maintained at all rail stops, including in yards and terminals. All security seals and/or locks will be checked at all stops.

b. Guards will keep the rail car(s) transporting the shipment under observation at all times.

c. Guards will not leave rail car(s) transporting the shipment until properly relieved by another guard or consignee at destination.

11. Rail Inspection Service (RIS). RIS is a Greater Security (GS) TPS performed by rail carriers for in-transit inspection of sensitive and pilferable items in a shipment. RIS includes MTX service. Inspection under RIS is external only to assure the integrity of the shipment container or vehicle and the seals and locking devices securing them. RIS is required for the

movement of M-1 armor/tanks, night-vision devices, CATs II through IV, and at service HQ's direction, UNCAT AA&E. It is optional for tactical and wheeled vehicle movements and for unit or other movements involving pilferable items, such as high-value communication and electronic items. Carriers providing RI must conform to the rules in MTMC Freight Traffic Rules Publication (MFRTP) No. 10, Rules and Accessorial Services Governing the Movement of Department of Defense Freight Traffic by Rail Carrier.

12. The table located at Figure 205-8 provides the conversion from three-digit ANSI codes to two-digit DOD codes.

#### **P. EMERGENCY HOT LINES**

1. MTMC Hot Lines. TOs or carriers may call the appropriate MTMC DSC hot line on a 24-hour basis to obtain any type of DOD safety or security advice and assistance. The hot line number is 1 (800) 524-0331.

2. Hot line should be used to:

- a. Report information concerning any carrier whose practices may not be consistent with the national interest.
- b. Obtain safe haven, refuge, or secure holding area assistance or information.
- c. Request guidance on securing shipments requiring TPS.
- d. Report any adverse information concerning movement of shipments requiring TPS.
- e. Report any accident or incident and obtain emergency response support.
- f. Provide electronic or manually produced passage reports on rail movements.
- g. Report delays en route of 12 hours or more.

3. DTTS Toll Free Call. The DTTS may also be called at 1 (800) 826-0794 to obtain information specified in Paragraph P.2.b for shipments of AA&E moving under SNS.

4. Notifying POCs. When notified, MTMC or DTTS hotline personnel will contact the emergency response numbers in Chapter 204, Paragraph F.3.g, and the shipper and receiver when munitions and sensitive ordnance is involved in an accident or incident.

#### **Q. CARRIER ASSISTANCE**

1. Safe Haven and Refuge:

a. When DOD and DOD-sponsored AA&E or classified shipments are en route and prevented from proceeding to destination by emergencies or other circumstances beyond the carrier's control, at the request of MTMC personnel, commanders of military activities with appropriate facilities will grant safe haven or refuge. Safe haven or refuge may also be granted en route for other government agency-sponsored shipments, when requested.

b. During emergencies, such as carrier strike, civil disorder, or natural disaster; carrier driver or qualified employee will notify the emergency hot line (see Paragraph P). Hot line personnel will provide availability of activities that can provide safe haven or refuge.

c. Carrier representative will contact the hot line or selected activity to arrange safe haven or refuge. MTMC may be contacted for further assistance.

d. Each carrier whose vehicle is granted safe haven or refuge must be apprised by the selected activity orally or in writing of their policies such as the following:

(1) Granting of safe haven does not relieve the carrier of liability under the bill of lading contract of carriage.

(2) The U.S. Government does not assume responsibility for the shipment or carrier equipment, so long as terms and conditions of providing safe haven are not inconsistent with those of the bill of lading contract of carriage.

(3) It is within the prerogative of the activity commander to require carrier personnel to remain with the vehicle to fulfill TPS requirements.

(4) The safe haven or refuge provided is strictly temporary in nature and the vehicle must be removed as soon as the activity commander or appropriate civil authority determines that the shipment is no longer in danger.

e. When shipments are accorded a temporary storage area for safe haven or refuge, terminal security standards prescribed in DOD 5100.76-M, Appendix 3, as implemented by DOD Component regulations, will apply. These standards also apply when a vehicle contains the shipment of classified material or UNCAT Class/Division 1.1, 1.2, and 1.3 explosives as follows:

(1) SECRET shipments will be accorded the same protection as required for sensitive Category I shipments.

(2) CONFIDENTIAL shipments, except for those assigned CATs I or II, will be accorded the same protection as required for CATs III and IV material.

f. Compatibility restrictions and quantity-distance requirements of Department of Defense 6055.9-Standard (STD), DOD Ammunition and Explosives Safety Standard, as implemented by shipper-service regulations will be followed.

g. Shipping documents will be examined to prevent entry of an unauthorized shipment into the activity.

h. TFG or MTMC Pamphlet 385-1, Safe Haven/Refuge Secure Holding Locations, may be consulted to determine safe haven or refuge capabilities of specific activities.

i. Defense installations capable of providing safe haven, refuge, or secure holding areas will do so in the interest of public safety and national security. Installation Commanders will

establish Standard Operating Procedures (SOPs) to accept all sensitive, classified, and/or hazardous shipments after hours. Granting of safe haven, refuge, or a secure holding area does not relieve the carrier of liability. Installation Commanders will establish specific procedures for receiving SRC I, II, and III shipments, relative to carriers remaining with cargo/equipment or placement in the custody of installation security. If the carrier leaves cargo/equipment in the custody of installation security, the installation may request and receive reimbursement for providing any additional required security services. Installations granting safe haven, refuge, or secure holding must ensure that quantity-distance requirements are met or a waiver/exception is granted IAW DOD 6055.9-STD. In the event installation entry is denied, Commanders will ensure that adequate alternative arrangements are made and verified.

## 2. Secure Holding Areas:

a. Secure holding areas are required to protect vehicles transporting AA&E or classified shipments that arrive but cannot be off-loaded at destination. Installations having the capability will provide safe haven, refuge, or secure holding. If a secure holding area cannot be provided, the installation or activity commander will assist the carrier in finding a nearby secure location, or ensuring the carrier can use a commercial terminal that meets DOD safety and security requirements. Installation commanders will ensure current, detailed instructions are available to staff duty officers for shipments arriving after normal operating hours. Additionally, installation commanders will establish specific procedures for receiving SRC I, II, and III shipments, relative to carriers remaining with cargo/equipment or placement in the custody and control of installation security. If the carrier leaves the shipment in the custody of installation security, the commander may receive reimbursement for security services from the carrier. Commanders granting safe haven, refuge, or secure holding must ensure that quantity-distance requirements are met or a waiver/exception is granted IAW DOD 6055.9-STD.

b. For vehicles in transit, the installation commander or activity chief must determine the potential danger to public safety, as well as shipment security requirements. Assistance will be rendered when, in the judgment of the installation commander or activity director, the public safety or shipment security would be jeopardized. This applies regardless of the installation or activity mission or final destination of the shipment.

c. Prior to making an AA&E or classified shipment, the shipping activity TO will ascertain, in coordination with destination TOs, that shipments requiring security protection can be received at destination.

d. Report problems with carrier abuse of secure holding areas using normal TDR procedures (see Chapter 210).

e. Safe haven and refuge procedures apply to protection of vehicles in secure holding areas. However, carriers should request secure holding areas directly from the installation or activity as far in advance as possible. The emergency hot line may be used for assistance where problems arise.

## 3. Other Assistance:



a. To promote safety and security; expedite transportation; and ensure delivery of AA&E, classified, hazardous, or other shipments requiring special handling; installations or activities may extend any technical assistance and aid considered necessary in connection with moving, salvage, demolition, neutralization, or other disposition of Government-owned shipments being transported by carriers.

b. Applicable shipper-service regulations prescribe policies, responsibilities, and procedures for disposal of explosive ordnance material and commercial shipments of explosive-contaminated scrap materials.

c. The carrier must be advised in writing of the following:

(1) The carrier may be held responsible for expenses, including salaries and wages paid by the Government, provided for the carrier's account.

(2) DOD personnel act and perform as a carrier's agent in providing assistance.

(3) DOD personnel assigned to assist a carrier will retain their status as DOD employees and, as such, will be entitled to benefits as provided by law.

(4) The Government will not recognize or submit to any action for property damage in connection with such assistance furnished when actual labor supervision or other services are performed at the carrier's request.

d. Except in an emergency, TOs will advise carrier in writing of the provisions of Paragraph Q.3.c above. In an emergency, telephonic notification will be followed-up immediately by a fax or other electronic notification. Carrier will be asked to acknowledge the following:

(1) Responsibility for performance of the services requested from the Government.

(2) Performance of services will not relieve carrier of tort liability.

#### 4. Payment for Services:

a. The providing installation or activity will normally absorb the costs associated with providing safe haven or refuge for bona fide emergencies. For provision of secure holding areas, charges may be applied to carriers for services beyond the norm, such as additional security guards.

b. Carriers will not be billed or held responsible for any service performed by DOD personnel that was not requested by the carrier, such as dispatching of representatives to observe lading transfer or to suggest corrective measures in connection with seal breakage, shifting of loads or bracings, accidents, or other adjustments.

c. Collection of money for services rendered will be in accordance with the proper finance office procedures and shipper-service regulations.

## **R. ON-ROAD EMERGENCIES**

When an on-road emergency occurs, the driver will be instructed to contact the emergency hot line (see Paragraph P) and will maintain the integrity of all applicable TPS.

## **S. SHIPMENT DELAY OR MISHAP**

1. When notified of an accident or incident en route, a TO must immediately confirm by telephone that the consignor and the emergency hot line have been advised.

2. Upon discovery of a discrepancy in a shipment requiring TPS, a TO will:

a. Notify the local security office or provost marshal if any security breach or compromise is suspected.

b. In accordance with Chapter 210, issue a message within 24 hours after discovering a discrepancy.

## **T. MOVEMENT OF CLASSIFIED SHIPMENTS VIA GSA CONTRACT CARRIER**

1. SECRET and CONFIDENTIAL cargo shipments may be moved within CONUS, Alaska, Hawaii, Puerto Rico, and other U.S. Territory locations, as specified in the GSA small package express carrier contract, provided shippers and recipients comply with Federal law, Service restrictions (if any), and classified material handling processes.

2. Only the current GSA overnight small-package contract carrier may be used. The shipment must be given to the carrier for next-day delivery. The carrier must not be told that the shipment is classified. The delivery address must be a CONUS DOD activity or a CONUS DOD-approved contractor location, to include Alaska, Hawaii, and Puerto Rico.

3. Do not use this mode/method to move classified shipments to the AMC APOE for onward channel airlift.

4. The classified materiel must be within the carrier's standard small package size and weight limits. Classified shipments that are hazardous, sensitive, or arms, ammunition and explosives are not authorized.

5. Do not, under any circumstances, release the carrier from having to obtain a delivery signature. Ensure the airway bill, electronic or hard copy, requires a delivery signature.

6. Services must develop and publish specific procedures for the movement of SECRET and CONFIDENTIAL material by GSA contract carrier.

## **U. RETROGRADE SHIPMENTS**

DOD CONUS and inter/intratheater retrograde movements to a repair or storage facility will comply fully with the security provisions of this chapter.

**Risk Assessment Table**

ASSET CATEGORY	VALUE	AGGRESSORS	PUBLIC CONCERN	RECOMMENDED TPS MOTOR/AIR/RAIL
<i>INERT AND TRAINING ORDNANCE</i>				
WITH SENSITIVE TECHNOLOGY	HIGH	HIGH (ALL TYPES)	HIGH	CIS/CIS/RMS <sup>1,2,3,4</sup>
EXPORT CONTROLLED	HIGH	HIGH (ALL TYPES)	HIGH	CIS/CIS/RMS <sup>1,2,3,4</sup>
HIGH DOLLAR (\$50,000 UP)	HIGH	HIGH (ALL TYPES)	MEDIUM	CIS/CIS/RMS <sup>1,2,3,4</sup>
PILFERABLE (CODE "P")	MEDIUM	MEDIUM (VAN/CRIM)	MEDIUM	CIS/675/MTX <sup>1,2,3,4</sup>
INERT LESS THAN 100 LBS	LOW	MEDIUM (VAN/CRIM)	MEDIUM	CIS/675/MTX <sup>1,2,3,4</sup>
WITH DIV 1.4 EXPLOSIVES	LOW	MEDIUM (VAN/CRIM)	MEDIUM	CIS/675/MTX <sup>1,2,3,4</sup>
INERT 100 LBS OR MORE	LOW	LOW (VAN/CRIM)	HIGH	SECURITY TARP <sup>1,2,3</sup>
<i>SENSITIVE NON-ORDNANCE</i>				
NIGHT VISION DEVICES	HIGH	HIGH (CRIM)	HIGH	CIS/CIS/RMS <sup>1,2,3,4</sup>
SENSITIVE TECHNOLOGY	HIGH	HIGH (INTEL)	HIGH	CIS/CIS/RMS <sup>1,2,3,4</sup>
EXPORT CONTROLLED	HIGH	HIGH (INTEL)	HIGH	CIS/CIS/MTX <sup>1,2,3,4</sup>
CONTROLLED MEDICAL	HIGH	HIGH (CRIM)	HIGH	675/675/MTX <sup>1,2,3,4</sup>
HIGH DOLLAR (\$50,000 UP)	HIGH	HIGH (VAN/CRIM)	MEDIUM	675/675/MTX <sup>1,2,3,4</sup>
PILFERABLE (CODE "P")	MEDIUM	MEDIUM (VAN/CRIM)	MEDIUM	675/675/MTX <sup>1,2,3,4</sup>
WITH UNCAT DIV 1.4 EXPLOSIVES	LOW	LOW (VAN/CRIM)	MEDIUM	SECURITY TARP <sup>1,2,3</sup>

**Footnotes/Abbreviations**

1. FOLLOW TL/LTL STANDARDS OF FIGURE 205-2 (CAT III/IV/UNCAT) FOR SHIPMENT PACKING, SEALING, AND CARRIER REQUIREMENTS	675 = SIGNATURE & TALLY RECORD (ELECTRONIC SIGNATURE SERVICE MAY BE SUBSTITUTED)
2. USE SECURITY TARP ON THESE SHIPMENTS	CIS = DOD CONSTANT SURVEILLANCE SERVICE
3. FOR ASSETS FALLING IN MORE THAN ONE CATEGORY, SELECT MOST STRINGENT APPLICABLE TPS	RMS = RAIL INSPECTION SERVICE
4. CONTAINER ON FLATCAR IS OK	MTX = MILITARY EXPEDITING SERVICE (A TRACKING & REPORTING SERVICE)

VAN=Vandals      CRIM=Criminals      INTEL=Hostile Intel      TERR=Terrorist Threat

**Figure 205-1. Risk Assessment Table**

### Minimum Security Standards for AA&E Shipments

CATEGORY I	CATEGORY II	CATEGORY III, IV, UNCAT CLASS 1.1 -1.3 EXPLOSIVES
1. TL	1.TL	1.TL
a. SNS and DDN. (Note 1.)	a. SNS and DDN. (Note 1.)	a. SNS and DDP. (Notes 1 and 7.)
b. Exclusive use of vehicle. (See Note 3.)	b. Exclusive use of vehicle. (See Note 3.)	b. Trip lease not authorized.
c. Locked and sealed by shipper unless shipment requires open equipment. (See Notes 4 & 5.)	c. Locked and sealed by shipper unless shipment requires open equipment.	c. Single-linehaul preferred.
d. Trip lease not authorized.	d. Trip lease not authorized.	d. Locked and sealed by shipper unless shipment requires open equipment.
e. Single-linehaul required.	e. Single-linehaul required.	
f. Stop off in transit authorized.	f. Stop off in transit authorized.	
2. LTL.	2. LTL	2. LTL
a. SNS and DDN. (Note 1.)	a. SNS and DDN. (Note 1 & 2.)	a. SNS and DDP. (Notes 1, 2, 6.)
b. Exclusive use of vehicle or authorized container.	b. Exclusive use of CONEX, dromedary, or similar container authorized. (See Note 2.)	b. CONEX, dromedary, or similar container authorized.
c. Locked and sealed by shipper unless shipment requires open equipment. (See Note 4.)	c. Cargo packed to a weight of at least 200 lbs and banded (seal if practicable) or container locked and sealed by shipper. (See Notes 4 & 5.)	c. Cargo packaged to a weight of at least 200 lbs and banded (seal if practicable) or container locked and sealed by shipper. (See Notes 4 & 5.)
d. CONEX, dromedary, or similar container authorized.	d. Single-linehaul required.	d. Trip lease not authorized.
e. Trip lease not authorized.	e. Trip lease not authorized.	e. Single-linehaul preferred.
f. Single-linehaul required.		f. Locked and sealed by shipper unless shipment requires open equipment.

DOD Constant Surveillance (CIS) (CS)

Dual Driver Protective Service (DDP) (DD)

Dual Driver Protective Service with NAC (DDN) (DN)

Protective Security Service (PSS) (PS)

(Three-digit code is ANSI X.12, two-digit code is DOD)

#### NOTES:

1. Use signature and tally record.

2. Consider sending arms by registered mail, if practicable.

3. When vehicle is loaded to full visible capacity, do not request exclusive use of vehicle.

4. Shipper seal may be removed and replaced by equipment carrier seals or prior notification to, and consent of consignor. Application of shipper seal does not initially constitute exclusive use. When exclusive use is required, annotate bill of lading accordingly.

5. MILSTD 129 applies.

6. Shipments of category IV AA&E and non-sensitive Class 1.1 through 1.3 ammunition and with gross weight of less than 200 lbs may be sent by commercial carrier offering DOD CSS without over packing.

7. For shipments where carrier terminals are located within 20 miles of the installation, use of single driver is permitted in lieu of DD for pickup and delivery between the installation and terminal only. DD applies beyond the local area. Carriers desiring to use single drivers require advance approval from MTMC/OP-PRF of their compensatory measures, which must include (at a minimum): SNS; dual emergency communications (one may be SNS); driver DDN qualified; and normal container, packaging and sealing applied.

**Note:** Figure 205-8 provides the conversion from three-digit ANSI codes to two-digit DOD codes.

### Figure 205-2. Minimum Security Standards for AA&E Shipments

### Rail (Carload)

<b>CATEGORY I</b>	<b>CATEGORY II</b>	<b>CATEGORY III, IV, UNCAT CLASS 1.1 -1.3 EXPLOSIVES</b>
1. ARG. (See Note 3.)	1. RIS. (See Note 2.)	1. RIS. (See Note 2.)
2. MTX. (See Note 2.)	2. MTX. (See Note 2.)	2. MTX Service. (See Note 2.)
3. Locked and Sealed by Shipper. (See Note 1.)	3. Locked and Sealed by Shipper. (See Note 1.)	3. Locked and Sealed by Shipper. (See Note 1.)
4. Immediate Notification to Consignee of Delivery.	4. Immediate Notification to Consignee of Delivery.	4. Immediate Notification to Consignee of Delivery.
5. Use Appropriate Category I Motor for any Associated Motor Movement.	5. Use Appropriate Category II Motor for any Associated Motor Movement.	5. Use Appropriate Category III Motor for any Associated Motor Movement.
6. Single-Linehaul Required.	6. Use Load Driver Doors when Available.	

Rail Armed Guard Surveillance Service (ARG)

Rail Inspection Service (RIS)

Notes:

1. Includes use of upper rail lock.
2. In the case of RIS and MTX, the shipment must report rail car initials and numbers (e.g., DODX 40.000 to MTMC Deployment Support Command).
3. DOD, DOD Contract, or Rail Police-armed dedicated escort.

### Container on Flat Car (COFC)

<b>CATEGORY I</b>	<b>CATEGORY II</b>	<b>CATEGORY III, IV, UNCAT CLASS 1.1 -1.3 EXPLOSIVES</b>
1. Locked and Seal Authorized RG.	1. COFC Locked and Seal Authorized RI.	1. COFC Locked and Seal Authorized RI.
2. In Motor Phase, use Category I Motor Security	2. In Motor Phase, use Category II.	2. In Motor Phase, use appropriate Motor Security.
3. Use only approved shipping containers (e.g., MILVAN/ SEAVAN) and place on rail car door-to-door to prevent unauthorized access.	3. Use only approved shipping containers (e.g., MILVAN/ SEAVAN) and place on rail car door-to-door to prevent unauthorized access.	3. Use only approved shipping containers (e.g., MILVAN/SEAVAN) and place on rail car door-to-door to prevent unauthorized access.

**Figure 205-2. Minimum Security Standards for AA&E Shipments (Cont'd)**

### Air

<b>CATEGORY I</b>	<b>CATEGORY II</b>	<b>CATEGORY III, IV, UNCAT CLASS 1.1 - 1.3 EXPLOSIVES</b>
1. Shipments by air freight, air taxi, or AMC.	1. CIS	1. CIS
2. SNS and DN while aircraft on ground at commercial airports.	2. Shipments by air freight, air taxi, or AMC.	2. Shipments by air freight, air taxi, or AMC.
3. Shipper escort to carrier and immediate pickup at destination.	3. Shipper escort to carrier and immediate pickup at destination.	3. Shipper escort to carrier and immediate pickup at destination.
4. Banded/locked and sealed, if practicable. However, for commercial air freight, banded/locked and sealed is required.	4. Banded/locked and sealed, if practicable. However, for commercial air freight, banded/locked and sealed is required.	4. Banded/locked and sealed, if practicable. However, for commercial air freight, banded/locked and sealed is required.
5. Seals applied by Shipper. (See Notes 1 & 2.)	5. Seals applied by Shipper. (See Notes 1 & 2.)	5. Seals applied by Shipper. (See Notes 1 & 2.)

#### Notes:

1. Air carriers providing pick-up and delivery service by motor must comply with all applicable security requirements during the motor phase as the category shipped. As an exception, air carriers transporting CAT III and IV and UNCAT shipments within a 75-mile radius of terminals to and from DOD customer activities may use a single driver. All applicable protective services must be contained in their uniform tender on file at HQ MTMC. See Paragraph O.1.a.(4).

2. On military installations, armed guard surveillance and escort responsibilities may be assumed by the installation commander based on local command policies.

### Water

<b>CATEGORY I</b>	<b>CATEGORY II</b>	<b>CATEGORY III, IV, UNCAT CLASS 1.1 - 1.3 EXPLOSIVES</b>
1. SNS with DN to POE and from POD with written receipt from ship's officer at POE and written release to carrier at POD.	1. Written receipt from ship's officer at POE and written release to carrier at POD	1. Written receipt from ship's officer at POE and written release to carrier at POD
2. Pier service only.	2. Pier service only.	2. Pier service only.
3. U.S. flag with direct voyage where feasible.	3. U.S. flag with direct voyage where feasible.	3. U.S. flag with direct voyage where feasible.
4. Ship's officer must maintain constant surveillance over cargo offloaded at intermediate stops.	4. Ship's officer must maintain constant surveillance over cargo offloaded at intermediate stops	4. Ship's officer must maintain constant surveillance over cargo offloaded at intermediate stops
5. Cargo stowed so as to be inaccessible or checked at least once each 8 hours by ship's officers.	5. Cargo stowed so as to be inaccessible or checked at least once each 8 hours by ship's officers.	5. Cargo stowed so as to be inaccessible or under general observations of ship's officers.

**Figure 205-2. Minimum Security Standards for AA&E Shipments (Cont'd)**

## V. EXAMPLES OF AA&E SHIPMENT CATEGORIES

<b>CATEGORY I EXAMPLES</b>	<b>MISSILES AND ROCKETS</b>  Non-nuclear missiles and rockets in a ready to fire configuration (e.g., Hamlet, Redeye, Stinger, Dragon, LAW, Viper). Also where launcher tube and explosive round for missiles are jointly transported though not ready to fire.	<b>AMMUNITION AND EXPLOSIVES</b>  Explosive complete rounds for Category I missiles and rockets.
<b>CATEGORY II EXAMPLES</b>	<b>ARMS</b>  Light automatic weapons up to and including .50 caliber.	<b>AMMUNITION AND EXPLOSIVES</b>  Grenades, high explosives, white, and phosphorus. Mines, anti-tank, anti personnel (unpacked weight of 50 lbs or less each). Explosives used in demolition operation (e.g., C-4, military dynamite, TNT, etc.).
<b>CATEGORY III EXAMPLES</b>	<b>ARMS</b>  Launch tube and gripstock for Stinger Missile. Launch tube, sight assembly and gripstock for Hamlet and Redeye missions. Tracker for Dragon missiles. Mortar tubes excluding the 4.2. Grenade launchers. Rocket and missile launchers, unpacked weight of 100 lbs or less. Flame throwers. Launcher and/or missile guidance set and/or optical sight for TOW missile.	<b>AMMUNITION AND EXPLOSIVES</b>  Ammunition, .50 caliber and large, with explosive filled projectile (unpacked weight of 100 lbs or less each). Grenades, incendiary and grenade fuses. Blasting caps. Detonating cord. Supplementary charges. Bulk explosives.
<b>CATEGORY IV EXAMPLES</b>	<b>ARMS</b>  Shoulder fired weapons, other than grenade launchers, not fully automatic. Handguns.	<b>AMMUNITION AND EXPLOSIVES</b>  Ammunition with nonexplosive projectile (unpacked weight of 100 lbs or less each). Fuses, except for grenade fuses. Grenades, illumination, smoke, or practice, CS/CN (tear producing). Incendiary destroyers. Riot control agents, 100-lb pkg or less. Ammunition for Categories II, III, IV weapons, not otherwise categorized.

**Figure 205-3. Examples of AA&E Shipment Categories**

### Minimum Security Standards for Classified Material Motor 1

<b>Secret</b>	<b>Confidential</b>
1. TL	1. TL
a. PSS (See Note 2.)	a. CIS (see Note 2).
b. Routing by MTMC/DSC.	b. Closed and locked vehicle.
c. Closed and locked vehicle with exclusive use.	c. Single-linehaul preferred.
d. Single-linehaul required.	d. Trip lease not authorized.
e. Trip lease not authorized.	e. Sealed by shipper.
f. Sealed by shipper.	
2. LTL:	2. LTL:
a. PSS (see Note 2).	a. CIS (see Note 2).
b. CONEX, dromedary, or similar container authorized with exclusive use container.	b. CONEX, dromedary, or similar container authorized.
c. Routing by MTMC DSC.	c. Cargo packaged to a weight of at least 200 lbs and banded (seal if practicable) or container locked and sealed by shipper. (See Note 1.)
d. Cargo packaged to a weight of at least 200 lbs and banded (seal if practicable) or container locked and sealed by shipper. (See Note 1.)	d. Packaged so as to not reveal classified nature of shipment. (See Note 2.)
e. Packaged so as to not reveal classified nature of shipment. (See Note 2.)	e. Trip lease not authorized.
f. Trip lease not authorized.	

### Air 1

<b>Secret</b>	<b>Confidential</b>
a. PSS (see Note 2).	a. CIS (see Note 2).
b. Routing by MTMC DSC.	b. Shipment by air freight, air taxi, or AMC.
c. Material in secure storage compartment or in a shipper-sealed, locked, safe-like container. (See Note 3.)	c. Shipper escort to carrier and immediate pickup at destination.
d. Shipper escort to carrier and immediate pickup at destination.	d. Containers banded/locked and sealed, if practicable. However, for commercial air freight, banded/locked and shipper sealed.
e. Packaged so as to not reveal classified nature of shipment.	e. Container seals applied by shipper.
	f. Packaged so as to not reveal classified nature of shipment.

**Notes:**

1. Classified material is not normally transported by rail or water. In the event such movement is required, PSS applies for SECRET shipments and DOD CIS or equivalent must be provided for CONFIDENTIAL shipments.
2. Air carrier providing pick up and delivery service by motor vehicle must comply with all applicable security requirements during the motor phase.
3. Specific criteria for construction of classified material air containers are contained in Chapter VIII, DOD 5200.1-R, Information Security Program Regulation.

**Figure 205-4. Minimum Security Standards for Classified Material**



<b>Signature and Tally Record</b> Prescribing Directive DOD 5100.76M		DMB 0702-0027 Expires		
Public reporting burden for this collection of information is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or other aspects of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302 and to the Office of Management and Budget Paperwork Reduction Project (0702-0027), Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to: Headquarters, Military Traffic Management Command, Attn: MTSS-SE 200 Stovall St., Alexandria, VA 22332-5000.				
<b>DISTRIBUTION INSTRUCTIONS</b>				
<ul style="list-style-type: none"> <li>■ The SHIPPER will prepare copies 1 through 4, retain copy 4 and deliver copies 1 through 3 to the common carrier.</li> <li>■ The CARRIER will deliver copies 1 through 3 to the Destination Carrier.</li> <li>■ The DESTINATION CARRIER will attach copy 1.</li> <li>■ The CONSIGNEE will ensure Destination Carrier surrenders copy 2.</li> </ul>				
<b>SECTION A – To be completed by the SHIPPER</b>				
1. SHIPPER		2. PROTECTIVE SERVICE REQUESTED SM AND DD		
a. NAME Sunny Army Ammo Plant ATTN: SMGACS				
b. ORIGIN Detachment C, Wilmington, N.C. 20575-0000		3. GBL or CBL NUMBER C-1, 400,000		
4. CONSIGNEE		5. PERMIT NUMBER (if any)		
a. NAME Transportation Officer, ATTN: MFSR				
b. DESTINATION  Happy Port N.C. 20545-0000		6. TRANSPORTATION		
7. ROUTING  BI – STATE MOTOR TRANSIT CO. INC		8. WEIGHT  33,855	9. CUBE  508	
10. SPECIAL INSTRUCTIONS SUBSTITUTE SERVICE NOT TO BE USED		11. DATE TENDERED TO CARRIER 950529	12. NAME OF CARRIER Same as 7	
13. NUMBER OF PIECES  18	14. TYPE OF PACKAGE .		15. FREIGHT CLASSIFICATION DESCRIPTION	
SECTION 8 To be completed by person accepting custody of classified or and use of transportation during transit				
16. CUSTODY RECORD				
a. NAME OF PERSON AND COMPANY REPRESENTED	b. STATION INTERCHANGE POINT DESTINATION	c. SIGNATURE OF PERSON ACCEPTING CUSTODY	d. TIME ACCEPTED	e. DATE ACCEPTED

**Figure 205-5. Sample DD Form 1907, Signature and Tally Record**

### **General Description of Security Cages**

Alternative: As an alternative to a security cage, a dromedary or similar heavy container which is sealed and locked with a DOD-approved (equivalent to American 200 series) lock, may be used in buildings which are locked, guarded, or alarmed. In lieu of locking the containers, they may be placed with doors against each other or against a substantial building wall. (See “Walls” below.)

Ceilings: Same material as wall or floor—minimum height: 8 feet, frame: metal.

Connecting Devices: Welded, penned, or otherwise installed so as to deter unauthorized entry.

Floors: Made of asphalt or reinforced concrete or wood if reinforced with steel floor plating.

General: Fabricated from commercial steel grating panels. Walls, doors, floors, and ceiling must provide protection equivalent to the steel grating to preclude forced entry. Doors must have DOD-approved padlocks (equivalent to American 200 series) and hasp systems. Connecting hardware must be welded or otherwise secured to deter unauthorized entry.

Hinges: Welded hinge pins. Locks: DOD-approved (equivalent to American 200 series) security locks and hasps.

Walls: Constructed of structural steel angle and expanded steel grating. Building walls also may be used which proved equivalent security to form side(s). (Examples: Double-course reinforced or filled concrete block.)

Windows/Openings: Expanded steel grating, anchored in metal frame, secured in same manner as door.

Note: Terminal buildings containing security cages will be locked, guarded, or alarmed.

**Figure 205-6. General Description of Security Cages**

## **Instructions for Completing the DD Form 1387-2 Classified Shipments**

1. If the material shipped is classified, the following procedures apply:
  - a. If none of the information entered in blocks on the form is classified, four copies of the form will be completed.
  - b. If the information to be entered on the form is classified, then prepare and distribute the form as follows. One copy is completed in detail, including essential classified data. This copy will be signed. The completed and signed form will be forwarded to the air terminal in accordance with appropriate security regulations and precautions and will be attached to the air manifest. Three additional copies of the form must be prepared reflecting "See Aircraft Commander's copy" and "Protective Service Required" in block 6. Blocks 3, 4, and 5 will also be completed. The remainder of the form will be left blank. The form will be placed in a waterproof envelope and attached to the number one container of the shipment unit.
  - c. If any of the data entered on the DD Form 1387-2 is classified when the form is attached to the air manifest, then the air manifest takes the same degree of classification. The air manifest remains classified until the classified form is detached and handled in accordance with appropriate security regulations and precautions.
2. If the material shipped is classified, the following procedure applies. All four copies of the form will reflect the degree of TPS protection. (Notes 1 and 2.)

Note 1. Shipments of classified will include one or more types of sensitive cargo, block 6 of the DD Form 1387-2 will include one or more of the required transportation protective service categories as required by the DTR, for example:

- Armed Guard Surveillance
- DOD Constant Surveillance
- Dual Driver Protective Service
- Greater Security
- Motor Surveillance Service
- Security Escort Service
- Signature and Tally Record
- Rail Inspection Service
- Satellite Surveillance

Note 2. For shipments requiring other special services while in transit, enter the appropriate instructions in block 6:

- Protect From Freezing
- Protect From Heat
- Air Ride Equipment Required

**Figure 205-7. Instructions for Completing the DD Form 1387-2**

### ANSI X.12 to DOD Code Conversion Table

<u>Protective Service</u>	<u>ANSI Code</u>	<u>DOD Code</u>
DOD Constant Surveillance	CIS	CS
Dual Driver Protective Service	DDP	DD
Dual Driver Protective Service with NAC	DDN	DN
Protective Security Service	PSS	PS
Security Escort Vehicle Service	SEV	SE
Motor Surveillance Service	MVS/MNS	MS
DTTS Satellite Motor Surveillance Service	SNS	SM
Signature and Tally Record	675	ST
Rail Armed Guard Service	ARG	RG
Rail Surveillance	RMS	RS
Rail Inspection	RIS	RI

(Three-digit code is ANSI X.12) (Two-digit code is DOD)

**Figure 205-8. ANSI X.12 to DOD Code Conversion Table**

## **CHAPTER 206**

### **BILLS OF LADING (BLs)**

#### **A. GENERAL**

1. This chapter governs the accountability, application, issuance, preparation, and distribution of cargo BLs and contains instructions applicable to procurement of transportation from commercial carriers. See DTR, Part IV, Personal Property, for information on BLs used for shipping personal property.

2. Prescribed Forms:

a. Standard Form (SF) 1103, U.S. Government Bill of Lading (BL), and SF 1109, Continuation Sheet, are pre-numbered forms used by activities that have no automation capabilities. They are to be used by automated activities only in the case of emergencies, such as if their systems are not operational. The amount of pre-numbered forms that an installation may keep on hand will be established by Service and Defense Agency policy. All printing requisitions by DOD activities for stock replenishment of pre-numbered BL forms will be submitted on SF 1, Printing and Binding Requisition, to:

U.S. Army Publishing Agency (USAPA)  
Attn: JDHQSV-PAP RM 1020  
2461 Eisenhower Avenue  
Alexandria VA 22331-0302

b. For automated activities that have the capability of generating laser printed BLs, using pin-feed pre-printed unnumbered BL forms, and/or creating EDI BLs will obtain BL numbers for their systems from MTMC. To request BL numbers, activities will send a memorandum indicating the amount of numbers requested based on projected annual shipment volumes, to:

Military Traffic Management Command  
Attn: BL Number Office (MTOP-PAS)  
200 Stovall Street  
Alexandria VA 22332-5050

c. Send requisitions for fanfold, pin-feed unnumbered BL sets to USAPA at the address in Paragraph A.2.a. Requisitions will be filled with forms without BL numbers and numbers will be furnished separately by MTMC, as described in Paragraph A.2.b.

d. Authorized contractors must provide a request for a BL(s) from the appropriate TO.

#### **B. BL APPLICATIONS**

1. The Government uses the BL for procurement of transportation and related services from commercial carriers when charges are properly payable. BLs may be used for FMS shipments with

delivery term codes (DTS) 2, 3, 4, [Defense Working Capital Fund (DWCF)] 5, 6, 7, 8, 9, A, B, C, D, F, G, H, and J. For the CONUS portion of the shipment, shippers must ensure that they cite the applicable DWCF for shipments of DWCF material and the applicable FMS transportation fund for non-DWCF shipments. Annotate the BL, "Foreign Military Sales Shipment." BLs may also be used for Grant-Aid shipments. Instructions for using the BL are covered in detail in Attachment 2 to Appendix X. See Appendix V for further information on FMS/Grant Aid shipments.

2. For export shipments or through BLs, when shipped from CONUS POE, annotate BL with the following: "Department of Defense Shipment. No export declaration or license required."

3. Shipments to Canada fall into two different categories U.S. Government-owned or items procured by the Canadian Department of National Defence (DND).

a. When shipping materiel that is U.S. Government-owned, which will remain so while in Canada, the GBL shall be annotated with the following statement: "Free entry under Canadian customs, Tariff Item No. 9810.00.00. Value for Canadian customs purposes \$ (dollar amount)." When this shipment is being carried by U.S. military vehicle, no other documentation is required other than an additional copy of the GBL or vehicle manifest for Canadian customs purposes, which shall be presented to Canadian customs upon entry. When using commercial vehicles and the shipment is consigned to either a U.S. unit co-located with a DND unit or directly to a DND unit, a copy of the GBL accompanied with additional information detailing which commercial carrier is being used and where and when this shipment will enter Canada shall be faxed to National Defence Headquarters (NDHQ) Customs (613) 995-2287. If necessary, contact the Customs section at either (613) 995-0834 or 996-0290.

b. When shipping items procured by DND, a Shipper's Export Declaration (SED) is required complete with references to each DD Form 1348 document (Document Identification (DOC ID), description, and value). A copy of the SED and each DD Form 1348 shall be attached to the GBL and another to Box 1 of each shipment. The hired carrier shall be Canada customs bonded. All shipments are to be delivered "In Bond" to destination for Canadian customs clearance at destination by the DND broker.

4. Advance copies of inbound GBL shipments will be checked, based on expected delivery dates, for status of undelivered shipments. Tracer action will be initiated, if needed.

5. GBLs may not be used for:

a. Contract-related shipments and services, unless authorized in the contract or a Government appropriation, are furnished.

b. Accessorial services not provided in linehaul tenders.

c. Surplus property when sold Free on Board (FOB) Origin or when consigned to a state or municipality, other than National Guard, unless the terms of sale or transfer require shipment at Government expense.

- d. Movement of empty DFRIF cars.
- e. Parcel post shipments.
- f. Personal baggage checked on tickets issued on Government Transportation Requests, unless required by tariff of tender in connection with exceptional classes of property.
- g. Procurement of accessorial services (i.e., loading/unloading, blocking/bracing) that are provided in linehaul tariff, schedule, or tender.
- h. Shipments, other than Army and Air Force Exchange Service (AAFES), made to and from non-appropriated fund activities, except when transportation charges are payable from appropriated funds.
- i. Shipments of supplies purchased from regimental, company, or hospital funds, from point of purchase to location of purchase unit.
- j. Shipments where transportation charges are payable by U.S. Bank PowerTrack.
- k. Customs and duty fees associated with FMS.

### **C. CBL APPLICATIONS**

1. CBLs are authorized for any freight shipment regardless of quantity, size, valuation, and weight. All other rules and procedures remain the same regarding the movement of Government freight. See the following Web site for CFR Title 41, Public Contracts and Property Management: <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1>.
2. Each shipping activity using CBLs must establish procedures and controls to prevent and detect duplicate payments, must properly account for expenditures, and requires notice from the consignee when a discrepancy in shipment occurs.
3. For international movements, the CBL must be annotated with the following statement: "Property of U.S. Government – Entitled to Duty Free Import."
4. CBLs used for the movement of freight will be annotated with the following statement to protect the interests of the Government: "This shipment is for the account of the U.S. Government and is subject to the terms and conditions set forth in the standard form of the U.S. Government BLs and to any available special rates and charges."
5. For movement of empty DFRIF cars, annotate the CBL with the following statement: "Free, under the provisions of Railroad Protective Services Tariff 6007 series (mileage allowance tariff)."
6. For DOD FMS shipment, CBLs (payable by U.S. Bank PowerTrack) may be used when the DTC is one of the following: 2, 3, 4 (DWCF material only), 5, 6, 7, 8, 9, A, B, C, D, F, G, H, and J. For the CONUS portion of the shipment, shippers must ensure that they cite the applicable DWCF for shipments of DWCF material and the applicable FMS transportation fund

for non-DWCF shipments. See Appendix V for further information on FMS/Grant Aid shipments.

#### **D. ISSUANCE**

1. Only authorized or acting TOs or TAs may issue BLs or CBLs.
2. TOs are authorized to issue BLs when supporting DD Form 1149, Requisition and Invoice/Shipping Document; DD Form 1348-1, DOD Single Line Item Release/Receipt Document; DD Form 250, Material Inspection and Receiving Report; DD Form 1384, Transportation Control and Movement Document; or other supporting documents are available. Support documents will be retained with the BL. Persons furnishing supporting documents, contract data, or other information to TOs are responsible for their accuracy.
3. A single BL may be used at anytime when an agreement exists between TO and carrier.
4. Normally, out-bound and in-bound segments of a round-trip are considered two separate movements and separate BLs must be issued for each segment. Each BL will be cross-referenced to show that a round-trip movement is being made. When a car or vehicle is loaded to capacity, the overflow will be billed on the same BL unless prevented by provisions in the applicable carrier tender.
5. Use BL continuation sheet(s) (SF 1109) when space is not sufficient in Items 15 and 18; this includes multiple stops. The original BL number must be annotated on all continuation sheets. The total number of continuation sheets must be annotated on the original BL.
6. The issuance of the BL after the service is performed is prohibited except for:
  - a. Conversion of a collect CBL.
  - b. Payment of additional charges resulting from the diversion or reconsignment of a linehaul shipment moving on a prepaid CBL.
  - c. A portion of a multiple unit moving on a single BL is diverted (see Chapter 202, Paragraph K).
7. Issuance of a duplicate original BL is prohibited. When an original BL is lost, the carrier can use the Freight Waybill (original) to submit for payment or obtain a certified true copy of the consignor copy of the BL.
8. Certification of Lost or Destroyed BLs:
  - a. When both the original BL and Freight Waybill are lost or destroyed, the carrier may certify on the reverse side of a memorandum copy as follows: "I certify that the services shown on this memorandum copy were performed." The certifying official must be an agent of the carrier and must sign and date the certification. The carrier may then submit this certified copy to DFAS for payment. DFAS, upon the receipt of a carrier certified BL, will:



(1) Use existing DFAS/MTMC BL automated security measures to ensure that the BL number is valid and was assigned to the shipping activity identified on the BL.

(2) Match the BL to the costing information provided to DFAS via the Defense Transportation Payment System (DTRS)/CFM interface. This match will include the issuing office BLOC, BL number, and the carrier's Standard Carrier Alpha Code (SCAC) to ensure the validity of the BL.

(3) Pay the carrier only what has been authorized by CFM.

b. DFAS will return to the carrier any carrier certified BL that does not meet the criteria outlined in Paragraph D.8.a above. In order to receive payment, the carrier must then request BL certification from the issuing office TO. The issuing office TO may certify on the reverse side of a BL memorandum copy as follows: "I certify that the services shown on this memorandum copy were requested." The certifying official must sign and date the certification and return to carrier. The carrier may then resubmit the BL to DFAS for payment.

c. Any carrier not desiring to self certify memorandum copies of BL may request TO certification, as outlined in Paragraph D.8.b.

Note: These procedures are only in effect for those freight bills paid via the DTRS at the DFAS-Indianapolis Operating Location (OPLOC). All lost freight bills paid by other DFAS OPLOCs must be certified by the origin TO. As DFAS expands DTRS to all of its OPLOCs, these procedures will expand to cover those OPLOCs as well.

#### **E. COLLECT CBL**

1. General. These provisions will not apply to commercial forms used for transportation of DOD small shipments or other types of shipments as described in Paragraph C, above. Commercial uniform order BLs will not be used for Government shipments.

2. Conditions. These provisions will apply to Government shipments, under the following conditions:

a. In an emergency when material must be shipped immediately and BLs are not readily available.

b. Where a net monetary benefit to the Government would result on shipments of newly procured material.

c. When notified by the HQs of the shipper service concerned. Such notification will be based on specific authorization by GSA.

d. For DOD FMS shipments when the DTC is "4" (non-DWCF funded) or "E."

3. Terms and Conditions. The terms and conditions of the BL and all other requirements for Government shipments will apply to CBL shipments converted to BLs.

4. Shipment Procedures. When transportation charges are properly payable by the Government and a shipment moves on a collect CBL, express receipt, or other form customarily provided by commercial carrier, the original and all copies of the commercial document will be annotated with, "to be converted to a Government Bill of Lading by (office or activity to effect conversion). Authority of (letter, Teletypewriter Exchange (TWX), and so forth) dated (date)." The commercial document will be converted to a BL as follows:

a. Shipments Consigned to Military Activities. As determined by the authorizing TO, conversion of the commercial document to a BL will be promptly effected by either the authorizing TO or by the consignee. In the latter case, the TO authorizing the shipment on the commercial document will instruct the shipper to send the commercial document direct to the consignee. Also, the authorizing TO will furnish the consignee with all additional information required for the conversion. Such information should include the contract number or other authority for payment from Government funds, the appropriation chargeable, and the FOB point named in the contract.

b. Shipments Consigned to Non-military Activities. When a shipment is consigned to a non-military activity, the shipper will be instructed to send the original of the collect CBL, express receipt, or similar document to the authorizing TO. Upon receipt of the commercial document, it will be converted to a BL by the authorizing TO. The original BL will be forwarded to the origin carrier, who will be responsible for transmittal to the delivering carrier. The consignee copy will be forwarded to the consignee.

c. Accumulating Commercial Documents. More than one commercial document may be converted to a single BL, when all documents are of the same type, all shipments are moving between the same points by the same route to the same consignee, and all shipments were tendered to the origin carrier on the same day. Non-transit, bulk shipments of coal, carload or TL, between the same point by the same route may be accumulated weekly for conversion, if the carrier agrees to this arrangement and the shipment dates are shown on the BL. For all other bulk-type shipments, contact HQ MTMC, Attn: MTOP-JGB, 200 Stovall Street, Alexandria VA 22332-5050, to request authority to accumulate documents.

5. Conversion Procedures:

- a. Use a serially numbered BL and complete properly.
- b. Note any discrepancies with CBL on the BL, cross-reference the bills, and attach a copy of the CBL to the BL.
- c. Distribute a copy of each converted BL and CBL covered, in accordance with Paragraph G below. The office converting the documents should maintain a file copy.
- d. If CBL is not available, use:
  - (1) Express Delivery Sheet, carrier shipping order, or carrier freight waybill.

(2) Photostats of the commercial documents that have the following annotation prior to copying: "Photostat of the document furnished consignee (date) to be converted to Government bill of lading."

(3) Certified true copy of the commercial document(s) with a carbon impression of the following annotation placed on the commercial document: "Certified true copy of this document furnished consignee (date) to be converted to Government bill of lading."

e. Prepaid CBLs or prepaid express receipts will not be converted to BLs.

## **F. ACCOUNTABILITY**

1. Records Maintenance. Each shipping activity will maintain records of BLs issued and supply of BLs on hand. BL forms are accountable documents, and the number of preprinted forms that an activity may keep on hand is limited by service policy. Internal procedures must be established to control stocks and assign accountability for BL issuance and use. The TO, or in the absence of a TO, an acting TO, will be appointed in writing as the responsible BL issuing officer and held accountable for BL control, safekeeping, and disposition. To facilitate control, individual BL sets are serially numbered when printed. The forms are issued by USAPA, and numbers are provided by HQ MTMC/MTOP-PAS. Packages of BLs must be opened immediately upon receipt and inventoried by the BL issuing officer (or designated representative) to verify that none are missing. Activities will establish procedures for conduct of audits by personnel external to the office controlling SF 1103s. Audits must be conducted at least every 180 days to verify inventories and records. The TO must provide the same level of accountability and safeguarding of BL numbers maintained and issued in automated systems as for pre-numbered BL forms.

2. Transfer. Blank, serially numbered, original BLs or preassembled BL sets that have been issued to TOs or their designated agents may not be transferred. Excess stock must be disposed of as described in the following paragraph and the numbers reported to HQ MTMC/MTOP-PAS.

3. Disposition of BLs Unfit for Use or Issued Prior to Shipment Cancellation. When BLs have become mutilated or otherwise unfit for use, if BLs have been issued and the planned shipment is subsequently canceled for any reason, or if the TO is disposing of excess stock on hand, all parts of the BL set except the original will be destroyed. The original BL will be marked "Canceled" or "Void" and filed in the "property shipped" BL file. When circumstances prevent filing of the canceled or voided BL, the consignor copy or a substitute memorandum copy, with appropriate annotation regarding disposition of the original BL, will be placed in the "property shipped" BL file.

4. Lost, Stolen, Missing, or Voided BLs. The prefix symbol and serial numbers of blank original BLs or preassembled BL sets that have become lost, stolen, unaccountably missing, voided, or otherwise beyond the control of the issuing officer will be reported to HQ MTMC/MTOP-PAS, who in turn, will notify all paying activities. Once BLs are reported lost, stolen, missing, or voided, they may not be used, even if recovered.

## **G. DISTRIBUTION**

1. BLs for DOD shipments may be distributed by mail, electronically, or by other appropriate means to ensure arrival with or prior to the arrival of the shipment at the destination, as listed below. Continuation sheets for stop-offs must contain all pertinent information, as in the original BL.

- a. Original (SF 1103) and copy(s) (SF 1104/1106) to the carrier.
- b. Memorandum copy (SF 1103-A) for issuing office.
- c. Memorandum copy (SF 1103-A) to the DFAS six-digit Accounting and Disbursing Station Number (ADSN) cited at the end of the accounting classification (for other than HQ Marine Corps and Navy open allotment funds only). See Appendix AA for a list of the DFAS OPLOC addresses supporting Air Force.
- d. Memorandum copy (SF 1103-B) for consignee.
- e. For shipments with stop-offs, a memorandum copy (SF 1103-A) to the stop-off point(s).
- f. For BLs citing multiple accounting activities, each DFAS six-digit ADSN/or four-digit Disbursing Station Symbol Number (DSSN) cited at the end of each accounting classification will be provided a memorandum copy (for other than HQs Marine Corps and Navy open allotment funds only). See Appendix AA for a list of the DFAS OPLOC addresses supporting Air Force.
- g. Memorandum copy (SF 1103) to DFAS six-digit ADSN/or four-digit DSSN cited at the end of the accounting classification for non-EDI capable system (for other than HQs Marine Corps and Navy open allotment funds only.) See Appendix AA for a list of the DFAS OPLOC addresses supporting Air Force.

2. For non-DOD agencies, distribution will be as required by the appropriate agency.

## **H. PREPARATION**

1. Appendix X, Electronic Data Interchange (EDI) Operating Instructions for Defense Shipping Activities, gives coded and plain language information for entry in specific blocks on the original and all copies of a BL. It applies for EDI- and non-EDI-capable activities. See Figure 204-2 for an example of a BL for munitions and other HAZMAT shipments showing emergency response information and certification statement.

2. TOs will ensure a TCN, in accordance with Chapter 203, Appendix CC-1, is assigned to all DOD-sponsored shipments entering the DTS. The TCN will be employed as the single, standard shipment identification number.

## **I. BL CORRECTION NOTICE**

1. A BL Correction Notice (SF 1200) will be issued to document changes to BL information. For shippers with EDI capability, an EDI correction will be processed. For shippers with no EDI capability, a SF 1200 will be issued. Information will not be corrected by any means, including pen and ink changes. Information that needs to be changed, added, and/or deleted must be done through a SF 1200, Government Bill of Lading Correction Notice, regardless of the recoverable amount.

2. The consignor issues the SF 1200; however, the consignee can make necessary corrections without the issuing office's authorization when obvious corrections are necessary. The consignee copy will be annotated "Corrected without authority of issuing officer" and immediately sent to the origin TO. If EDI-capable, the origin TO will immediately enter the corrected information and retransmit a corrected BL. If not EDI-capable, the origin TO will forward the correction notice to DFAS-Indianapolis. For Navy, send BL correction notices to DFAS Norfolk OPLOC, Code FTB, P.O. BOX 8489, Norfolk VA 23503-0489. For the Marine Corps, send BL correction notices to Commanding General, Attn: Code 470, Marine Corps Logistics Base, 814 Radford Boulevard, Albany GA 31704-1128. Contract administration offices will issue SFs 1200 covering contractor-issued BLs. Use an SF 1200:

a. Anytime the data on the original BL are changed, added to, and/or deleted, regardless of the recoverable amount. Pen and ink changes are not authorized.

b. To resolve transportation discrepancies, including TDRs.

c. To correct BLs as a result of shipment diversion or reconsignment.

3. Distribute SF 1200 as follows:

a. The original SF 1200 and one copy to the originating/delivering carrier.

b. One copy to the consignee.

c. One copy to the appropriate finance center.

4. When the SF 1200 is prepared by the consignor and transportation charges are affected by the alteration or correction, the original and all copies of the SF 1200 will be signed by the origin carrier representative. For additional instructions regarding BL Correction Notices, see Appendix X.

## **J. BLOC**

Each office authorized to issue BLs is assigned a BLOC. Requests to obtain, amend, or delete a BLOC should be sent to HQ MTMC, Attn: MTOP-PAS, 200 Stovall Street, Alexandria VA 22332-5000. All assigned BLOCs are listed in Appendix Y.

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